

**DEXTER VILLAGE COUNCIL  
REGULAR MEETING  
MONDAY, APRIL 28, 2014**

AGENDA 5-12-14  
ITEM C-1

**A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The meeting was called to order at 7:34 PM by President Keough at the Dexter Senior Center located at 7720 Ann Arbor Street in Dexter, Michigan.

**B. ROLL CALL:** President Keough

J. Carson  
D. Fisher-AB  
J. Semifero

P. Cousins  
J. Knight-AB  
R. Tell

Also present: Donna Dettling, Village Manager; Courtney Nicholls, Assistant Village Manager; Marie Sherry, Finance Director/Treasurer; Michelle Aniol, Community Development Manager; Carol Jones, Village Clerk; Dan Schlaff, public Services Superintendent; Scott Maurer, Water and Sewer Department; Sgt. Flores, Washtenaw County Sheriff Department; Kent Martinez-Kratz, County Commissioner District 1; Rhett Gronevelt, Orchard, Hiltz and McCliment; residents and media.

**C. APPROVAL OF THE MINUTES**

1. Regular Council Meeting -- April 14, 2014

Motion Tell; support Cousins to approve the minutes of the Regular Council Meeting of April 14, 2014 as presented.

Unanimous voice vote for approval with Fisher and Knight absent

**D. PREARRANGED PARTICIPATION**

Nick Helmholdt of the Clean Energy Coalition -- Presentation on the Bike Share Program.

Mr. Helmholdt gave a power-point presentation on the Bike Share Program planned for Ann Arbor. Discussion followed as to how Dexter might also be able to use such a program linking it with the 5 Healthy Communities and the Border to Border Trail.

**E. APPROVAL OF THE AGENDA**

Motion Cousins support Tell to approve the agenda as presented

Unanimous voice vote for approval with Fisher and Knight absent



## **F. PUBLIC HEARINGS**

*Action on each public hearing will be taken immediately following the close of the hearing*

None

## **G. NON-ARRANGED PARTICIPATION**

Pat Conlin of 820 Dancer Road, Lima Township introduced himself to Council and announced he is running for the Circuit Court of Washtenaw County and making visits to municipalities in the county.

Kent Martinez-Kratz of 698 Old Forge Court, Chelsea and District 1 County Commissioner gave the following update:

- Regarding the police service contract, the county has pledged 1% yearly increases for the next 3-4 years.
- Dexter is leading the county in SEV changes up 10%.
- Responded to the question regarding the county absorbing the County Road Commission –have not take an official vote but the majority of the commissioners do not approve.
- Also responded to expanding the number of members on the Road Commission Board from three to five.

Jim Pruitt of 26 Glendale, Hillsdale introduced himself as the new reporter and online contact for the Dexter Leader, part of Washtenaw Now.

## **H. COMMUNICATIONS:**

1. Upcoming Meeting List
2. Sign Calendar
3. Scio Township Planning Commission Notice of Public Hearing

## **I. REPORTS**

1. Washtenaw County Sheriff's Office – Sgt. Keith Flores

Sgt. Flores reported on the following:

- Provided a handout comparing 2012 and 2013 service calls and traffic stops.
- Currently seeing an increase in tax fraud cases – three in Dexter Township and one in the Village.
- Conducted liquor inspections in the Village and all establishments are compliant.
- Shared information on the culprits of the home invasions in 2012 and 2013.
- Have had larcenies from vehicles behind Aubree's last fall.

2. Finance Director/Treasurer – Marie Sherry

Ms. Sherry submits her report as per packet and gave the following updates:

- Personal property tax – will see a little more as delinquent due to reporting circumstances but most are compliant.
- Tax Tribunal – the request for reimbursement goes to the county first and they in turn will bill the Village.
- DDA – working with the DDA on paying down the bond and also working on the change in the base amount for the DDA district.
- The Village once again received the Distinguished Budget Presentation Award from the Government Finance Officers Association.
- Looking at improvements to the five year financial model, current model is 14 years old, BS&A Software has a module but it doesn't allow for it to be individualized.
- Thank you to Council for your support recently when my husband was hospitalized.

### 3. Public Services Superintendent – Dan Schlaff

Mr. Schlaff submits his progress report of the DPW and Water/Sewer per packet. Mr. Schlaff gave the following updates:

- Sludge Project – In the process of the start up of the primary digester.

### 4. Community Development Manager – Michelle Aniol

Ms. Aniol submits her report as per packet and gave the following updates:

- Have provided the first detailed quarterly report since being hired by the Village, ZBA request from St. Joseph Mercy Health Center regarding signage and there will be a Redevelopment Ready Communities presentation on June 9.
- 3045 Broad Street – Jim Houk is working on revising the conceptual plan and will be making a presentation to the DDA on May 15.
- Staff met with DTE and working on ways to decommission and relocate the sub-station.
- Trails Towns – asking for information that will enable us to promote Dexter as a Trail Town.
- Working on issues with builders and contractors on plot plans as to the locations of utilities and infrastructure for zoning compliance.
- Will need to survey Horseshoe Park in order to build the shelter and will need to vacate First Street in order to do so.
- Trustee Cousins thanked Ms. Aniol for her professional presentation at the State of the Huron conference.

### 5. Boards, Commissions. & Other Reports-“Bi-annual or as needed”

*Dexter Area Fire Department – March 20, 2014 Minutes*

Mr. Tell reviewed the meeting minutes.

*Western Washtenaw Area Value Express Representative – Jim Carson*

Mr. Carson reported on the letter included in the packet and is to be used for budgeting purposes. He also reported that the WAVE is now negotiating for service in Manchester.



6. Subcommittee Reports

Facilities –President Keough reported that the committee will meet on May 5 to decide the next steps.

7. Village Manager Report

Mrs. Dettling submits her report as per packet. Ms. Nicholls gave the following verbal updates:

- The online General Code of Ordinances has been updated.
- The grant for CTAP will be submitted tomorrow for \$9070 in funding.
- UIS will be submitting an IFT for the next agenda and meeting.

8. President's Report

Mr. Keough submits his report as per packet. In addition Mr. Keough reported on the following:

- Have made recommendations for two members to the ZBA.
- Reminder of the Budget Workshop on Wednesday, April 30.

**J. CONSENT AGENDA**

1. Consideration of: Bills and Payroll in the amount of \$227,695.66
2. Consideration of: Appointment of Phillip Mekas to the Zoning Board of Appeals from June 1, 2014 to May 31, 2017.
3. Consideration of: Appointment of Brian Gray as an Alternate Member of the Zoning Board of Appeals from May 1, 2014 to May 31, 2015.

Motion Cousins; support Tell to approve items 1, 2 and 3 of the Consent Agenda.

Unanimous voice vote for approval with Fisher and Knight absent

**K. OLD BUSINESS-Consideration and Discussion of:**

1. Discussion of: Cityhood Next Steps-Charter Commission Update

Nothing new to report.

**L. NEW BUSINESS-Consideration of and Discussion of:**

1. Discussion of: Update from Orchard, Hilts & McCliment on the Sludge Handling Project

Mr. Gronevelt reported that a substantial completion of the Sludge Handling Project was achieved on April 18. The plant will need to generate enough methane gas to begin the burning of the gas. Working out the liquidated damage issues and penalty costs to the contractor.

2. Consideration of: Recommendation to Approve Materials Testing for 2014 Road Improvements Contractor – G2 in the amount of \$18,197

Motion Cousins; support Carson to approve the recommendation to hire the 2014 road improvements contractor - G2 for materials testing in the amount of \$18,197.

Ayes: Carson, Cousins, Semifero, Tell and Keough  
Nays: None  
Absent: Fisher and Knight  
Motion carries

3. Consideration of: Second Quarter Budget Amendments for FY 13-14

Motion Carson support Tell to approve the Second Quarter Budget Amendments for FY 13-14 as presented.

Ayes: Cousins, Semifero, Tell, Cousins and Keough  
Nays: None  
Absent: Fisher and Knight  
Motion carries

#### **M. COUNCIL COMMENTS**

Cousins	The Wellness Center is having a First Year Anniversary on June 1. May 8 will be the West River Trail dedication for officials and on June 7 there will be a public dedication. On May 1, Mr. Cousins will be honored for starting fast-pitch softball in Dexter by coaching first base at the girl's high school game.
Semifero	None
Jones	Reminder that the Dexter Area Museum opens for the season on May 2.
Tell	None
Carson	None
Fisher	Absent
Knight	Absent

#### **N. NON-ARRANGED PARTICIPATION**

None

#### **O. CLOSED SESSION**

Motion Tell; support Carson to move into closed session for the purpose of discussing labor negotiations and potential purchase of property in accordance with MCL 15.268 at 9:36 PM.

Ayes: Semifero, Tell, Carson, Cousins and Keough  
Nays: None  
Absent Fisher and Knight  
Motion carries

Motion Cousins; support Carson to leave closed session at 10:31 PM.

Ayes: Tell, Carson, Cousins, Semifero and Keough  
Nays: None  
Absent: Fisher and Knight  
Motion carries

#### **P. ADJOURNMENT**

Motion Carson; support Tell to adjourn at 10:32 PM.

Unanimous voice vote for approval with Fisher and Knight absent

Respectfully submitted,

Carol J. Jones  
Clerk, Village of Dexter

Approved for Filing: \_\_\_\_\_



DEXTER VILLAGE COUNCIL  
WORK SESSION  
MONDAY, APRIL 28, 2014

AGENDA 5-12-14  
ITEM C-2

**A. CALL TO ORDER**

The meeting was called to order at 6:15 PM by President Keough at the Dexter Senior Center located at 7720 Ann Arbor Street in Dexter, Michigan

**B. ROLL CALL:** President Keough

J. Carson	P. Cousins
D. Fisher-absent	J. Knight-absent
J. Semifero	R. Tell-absent

Also attending: Village Manager, Donna Dettling; Assistant Village Manager, Courtney Nicholls; Community Development Manager, Michelle Aniol; Treasurer/Financial Director, Marie Sherry; Council Clerk, Carol Jones; Public Services Superintendent, Dan Schlaff; Water and Sewer Department, Scott Maurer, Orchard, Hiltz and McCliment, Rhett Gronevelt and media.

- C. **PURPOSE:** The purpose of this Work Session is to review the Road Improvement and Maintenance Plan that Joe Semifero, Jim Carson, Scott Maurer, Kurt Augustine and Dan Schlaff have been working on for the past few months.

Mr. Semifero gave a power point presentation on the Road Life Model for Dexter. Discussion followed.

**D. ADJOURNMENT**

Adjourned at 7:26 PM

Respectfully submitted,

Carol J. Jones  
Clerk, Village of Dexter

Approved for Filing: \_\_\_\_\_



DEXTER VILLAGE COUNCIL  
BUDGET WORK SESSION  
WEDNESDAY, APRIL 30, 2014

AGENDA 5-12-14  
ITEM C-3

**A. CALL TO ORDER**

The meeting was called to order at 6:20 PM by President Keough at the Copeland Board Room located at 7714 Ann Arbor Street in Dexter, Michigan

**B. ROLL CALL:** President Keough

J. Carson	P. Cousins
D. Fisher-absent	J. Knight-absent
J. Semifero	R. Tell

Also attending: Village Manager, Donna Dettling; Assistant Village Manager, Courtney Nicholls; Community Development Manager, Michelle Aniol; Treasurer/Financial Director, Marie Sherry; Council Clerk, Carol Jones; Public Services Superintendent, Dan Schlaff and media.

**C. PURPOSE:** The purpose of this meeting is to review the 2014-2015 and 2015-2016 proposed budget for the Village of Dexter. Ms. Nicholls presented and discussed the following:

1. General Fund
2. Major, Local, Municipal Streets
3. Water & Sewer

Also discussed was a memo regarding non-union salaries recommendations for the 2014-2015.

**D. ADJOURNMENT**

Adjourned at 8:43 PM

Respectfully submitted,

Carol J. Jones  
Clerk, Village of Dexter

Approved for Filing: \_\_\_\_\_





**VILLAGE OF DEXTER  
SPECIAL VILLAGE COUNCIL MEETING  
MONDAY, MAY 5, 2014**

AGENDA 5-12-14  
ITEM 8-4

**A. CALL TO ORDER**

The meeting was called to order at 6:02 pm by President Keough at the Dexter Senior Center – 7720 Ann Arbor Street in Dexter, Michigan

**B. ROLL CALL:** President Keough

J. Carson	P. Cousins
D. Fisher-ab	J. Knight
J. Semifero	R. Tell

**C. CLOSED SESSION FOR THE PURPOSE OF UNION NEGOTIATIONS IN ACCORDANCE WITH MCL 15.268.**

Motion Tell; support Knight to move into closed session for the purpose of union negotiations in accordance with MCL 15.268 at 6:04 PM.

Ayes: Carson, Cousins, Knight, Tell, Semifero and Keough  
Nays: None  
Absent: Fisher  
Motion carries

**D. MOTION TO MOVE OUT OF CLOSED SESSION**

Motion Tell; support Cousins to move out of closed session at 6:24 PM.

Ayes: Cousins, Knight, Semifero, Tell, Carson and Keough  
Nays: None  
Absent: Fisher  
Motion carries

**E. CONSIDERATION OF: Tentative Agreement with Teamsters Local 214**

Motion Cousins; support Tell to approve the tentative agreement (dated May 5, 2014) with Teamsters Local 214.

Ayes: Carson, Cousins, Knight, Tell and Keough  
Nays: Semifero  
Absent: Fisher  
Motion carries 5-1

**F. ADJOURNMENT**

Motion Cousins; support Knight to adjourn at 6:26 PM.

Unanimous voice vote for approval with Trustee Fisher absent.

Respectfully submitted,

Courtney Nicholls  
Assistant Village Manager, Village of Dexter

Approved for Filing:

# 2014 Meeting Calendar

Board	Date	Time	Location	Website	Village Representative
Gateway Initiative (Big 400)	5/9/2014	9:30 a.m.	Waterloo Recreation Area		Paul Cousins, Carol Jones
Dexter Community Schools Board of Education	5/12/2014	7:00 p.m.	Creekside Intermediate School	<a href="http://dexterschools.org/">http://dexterschools.org/</a>	
Dexter Village Council	5/12/2014	7:30 p.m.	Dexter Senior Center	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	
5H - Dexter Coalition	5/13/2014	5:30 p.m.	Dexter Wellness Center		Paul Cousins, Donna Detting
Dexter Village Council Work Session	5/13/2014	6:00 p.m.	Copeland Board Room	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	
Scio Township Board	5/13/2014	7:00 p.m.	Scio Township Hall	<a href="http://www.sciotownship.org/">http://www.sciotownship.org/</a>	
Chelsea Area Planning Team/Dexter Area Regional Team	5/14/2014	7:00 p.m.	City of Chelsea	<a href="http://www.ewashenaw.org/">http://www.ewashenaw.org/</a>	Jim Carson
Dexter Area Chamber of Commerce	5/14/2014	8:15 a.m.	Copeland Board Room	<a href="http://www.dexterchamber.org/">http://www.dexterchamber.org/</a>	Julie Knight
Dexter Area Fire Board	5/15/2014	6:00 p.m.	Dexter Township Hall	<a href="http://dexterareafire.org/">http://dexterareafire.org/</a>	Ray Tell/Jim Seta
Healthy Community Steering Committee	5/15/2014	9:00 a.m.	Chelsea Hospital - White Oak Room		Paul Cousins
Dexter Village Zoning Board of Appeals	5/19/2014	7:00 p.m.	Senior Center	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	Jim Carson
Dexter Township Board	5/20/2014	7:00 p.m.	Dexter Township Hall	<a href="http://www.twp-dexter.org/">http://www.twp-dexter.org/</a>	
Dexter Village Parks Commission	5/20/2014	7:00 p.m.	Village Offices	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	Donna Fisher
Webster Township Board	5/20/2014	7:30 p.m.	Webster Township Hall	<a href="http://www.twp.webster.mi.us/">http://www.twp.webster.mi.us/</a>	
Dexter Downtown Development Authority	5/21/2014	7:30 a.m.	Senior Center	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	Shawn Keough
Washtenaw Area Transportation Study-Policy	5/21/2014	9:30 a.m.	Scio Township Hall	<a href="http://www.miwats.org/">http://www.miwats.org/</a>	Jim Carson
Dexter Community Schools Board of Education	5/27/2014	7:00 p.m.	Creekside Intermediate School	<a href="http://dexterschools.org/">http://dexterschools.org/</a>	
Dexter Village Council	5/27/2014	7:30 p.m.	Dexter Senior Center	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	
Scio Township Board	5/27/2014	7:00 p.m.	Scio Township Hall	<a href="http://www.sciotownship.org/">http://www.sciotownship.org/</a>	
Western Washtenaw Area Value Express	5/27/2014	8:15 a.m.	Chelsea Community Hospital	<a href="http://www.ridethewavebus.org/">http://www.ridethewavebus.org/</a>	Jim Carson

AGENDA 5-12-14  
ITEM H-1

Due to the possibility of cancellations please verify the meeting date with the listed website or the Village representative



2014 Sign Calendar

	Name of Group	Dates	Number Approved	Approval Date	Locations	Name of Group	Dates	Number Approved	Approval Date	Locations
<b>January</b>	Dexter Senior Ctr-Winter Market	1/11 & 1/25	3-18X24 / 2-2X4"	11/22/2013	1,2,4,5,44	St. Andrews-Monthly dinners	4/25-5/1	1-2X3"	1/6/2014	8
	St. Andrews-ABC Blood Drive	12/28-1/6/14	2-28" X 22"	12/26/2013	8	Dexter Wellness Walk-Move	5/5-5/11	5-18X24"	3/6/2014	1,2,4,5,44
	Dexter High School-Crazy for You	1/25-2/9	3-18X24/1-2X4" 1-3x5	1/6/2014	1,2,4,5,44					
	K of C-Quarter Mainia	1/15-1/23	5-18" X 24"	1/15/2014						
<b>February</b>	Mill Creek-Red Cross Blood Drive	1/13-1/23	2-18" X 24"	1/15/2014	21 & 36	Dexter Wellness Walk-Move	6/9-6/15	5-18X24"	3/6/2014	1,2,4,5,44
	St. Andrews-Monthly dinners	1/31-2/6	1-2X3"	1/6/2014	8					
	Dexter Senior Ctr-Winter Market	2/8 & 2/22	3-18X24 / 2-2X4"	11/22/2013	1,2,4,5,44	St. Andrews-Blood Drive	07/10-07/21	2 - 28" X 22"	1/6/2014	8 & 22
	Dexter Community Orchestra-Concert	2/9 & 2/23	2-4" X 3"	10/3/2013	5 & 9	Dexter Wellness Walk-Move	7/7-7/13	45430	3/6/2014	1,2,4,5,44
<b>March</b>	Dexter High School-Crazy for You	1/25-2/9	3-18X24 / 2X4" 1-3x5	1/6/2014	1,2,4,5,44	Dexter UMC-Vacation Bible	7/7-7/11	1 - 2" X 3"	3/27/2014	49
	St. Andrews-Monthly dinners	1/31-2/6 & 2/28-3/6	1-2X3"	1/6/2014	8	Dexter Wellness Walk-Move	8/4-8/10	45430	3/6/2014	1,2,4,5,44
	Dexter Senior Ctr-Winter Market	3/8 & 3/22	3-18X24 / 2-2X4"	11/22/2013	1,2,4,5,44					
	Community Band - Concert	2/17-3/2	1 - 18" X	11/1/2013	1,3,5	St. Andrews-Monthly dinners	8/29-9/4 & 9/26-10/2	1-2X3"	1/6/2014	8
<b>April</b>	St. Andrews-Monthly dinners	2/28-3/6 & 3/28-4/3	1-2X3"	1/6/2014	8	Dexter Wellness Walk-Move	9/8-9/14	45430	3/6/2014	1,2,4,5,44
	Dexter Historical Soc-Artisan Fair	3/8-3/22	5-18X24	2/18/2014	1,2,4,5,44	Dexter United Methodist Rummage	9/17-9/27	2-24"X35" and 2-18"X24"	4/4/2014	1,5,10,44
	Dexter Wellness Walk-Move More	3/3-3/9	5-18"X24"	3/6/2014	1,2,4,5,44	Dexter United Methodist Rummage	9/17-9/27	2-24"X35" and 2-18"X24"	4/4/2014	1,5,10,44
	Dexter K of C-Quarter Mania	3/17-3/27	5-18"X24"	3/17/2014	1,2,4,5,10	St. Andrews-Monthly dinners	0	1-2X3"	1/6/2014	8
<b>May</b>	Dexter Community Schools-ArtWalk	4/21-5/5/14	5-18" X 24"	12/11/2013	1,2,4,44,10	Dexter Wellness Walk-Move	10/6-10/12	45430	3/6/2014	1,2,4,5,44
	Dexter Senior Ctr-Winter Market	4/5 & 4/19	3-18X24 / 2-2X4"	11/22/2013	1,2,4,5,44					
	Dexter Community Orchestra-Concert	4/27/14	2 - 4" X 3"	10/3/2013	5 & 9					
	St. Andrews-Blood Drive	4/10-4/21	22"	1/6/2014	8 & 22	St. Andrews-Monthly dinners	10/31-11/6	1-2X3"	1/6/2014	8
<b>June</b>	St. Andrews-Monthly dinners	3/28-4/3 & 4/25-5/1	1-2X3"	1/6/2014	8	Dexter Wellness Walk-Move	11/3-11/9	45430	3/6/2014	1,2,4,5,44
	Dexter Wellness Walk-Move More	4/7-4/13	5-18"X24"	3/6/2014	1,2,4,5,44					
	Peace Lutheran-Easter Egg Hunt	3/29-4/12	1 2X3"	3/29/2014	1	St. Andrews-Monthly dinners	11/28-12/4	1-2X3"	1/6/2014	8
	Connexions Church Service Times		5-18"X24" and 2-24"X35" and 2-18"X24"	3/29/2014	1,4,5,44,10	Dexter Wellness Walk-Move	12/8-12/14	45430	3/6/2014	1,2,4,5,44
<b>July</b>	Dexter United Methodist Rummage Sale	4/16-4/28		4/4/2014	1,5,10,44					
	Dexter Drama Club-A Midsummer Night	4/19-5/4	1-3"X4" and 1-5"X8"	3/26/2014	2,4,5,44					
	Dexter Community Schools-ArtWalk	4/21-5/5/14	5-18" X 24"	12/11/2013	1,2,4,44,10					
	Community Band - Concert	4/21-5/4	2 - 2" x 4" 1 - 18" x 24"	11/1/2013	1,3,5					
Location Listing: 1 - Baker/Main, 2 - Central/Mill, 3 - Dexter Ann Arbor/Copeland, 4 - Main/Alpine, 5 - Baker/Cemetery, 6 - Monument Park, 7 - Creekside, 8 - 7610 Dexter Ann Arbor, 9 - Peace Park, 10 - Dexter Ann Arbor/Limits, 11 - Cornerstone, 12 - Bates, 13 - 3443 Inverness, 14 - 7720 Ann Arbor Street, 15 - S. Main/Broad, 16 - N. Main/Broad, 17 - Edison/Ann Arbor Street, 18 - Dover/Fifth, 19 - Central/Fifth, 20 - Broad/Fifth, 21 - Mill Creek Middle School, 22 - Fourth/Inverness, 23 - Dexter Bakery, 24 - Lighthouse, 25 - Dexter Pharmacy, 26 - Warrior Creek Park Driveway, 27-Dexter Flowers, 28 - Terry B's, 29-7795 Ann Arbor St, 30 - 7915 Fourth, 31 - 7651 Dan Hoey, 32 - Wylie, 33-Lions Park, 35-Dexter Crossing Entrance, 36 - Dan Hoey/Dexter Ann Arbor, 37 - Dover/Main, 38 - Fourth/Central, 39 - Baker/Hudson, 40 - Inverness/Ann Arbor, 41 - Main/Jeffords, 42 - Third/Broad, 43 - 3rd/Dover, 44 - Ryan/Dexter Ann Arbor, 45 - Meadowview/Dexter Ann Arbor, 46 - Ice Rink, 47-Dexter Mill/RR tracks, 48-7444 Dexter-Ann Arbor, 49-Park entrance @ Farmers Mkt and Library										
** Dexter Farmers Market will place up to 5 signs on Friday, Saturday and Tuesday from May through October to advertise for the market										
*** Dexter Area Chamber will place 4 signs on Friday night to announce the summer series (1, 2, 5, 44)										

AGENDA

5-12-14

11-22



AGENDA 5-12-14  
ITEM 1-1

## **Public Services Department**

[dschlaff@dextermi.gov](mailto:dschlaff@dextermi.gov)

8140 Main Street Dexter, MI 48130-1092

Phone (734)426- Fax (734)426-

### **MEMO**

**To: President Keough and Council**  
**From: Dan Schlaff, Public Services Superintendent**  
**Date: May 12, 2014**  
**Re: Utility Progress & DPW Progress Reports**

Provided for Council review are progress reports for the following period:

Utility Progress Report and DPW Progress Report weeks of:

4/21/2014 to 4/27/2014 ✓ ✓  
4/28/2014 to 5/4/2014 ✓

Please contact me, if you have any questions.

Utilities progress reports	4/21/2014	4/27/2014	7/Days		
sewer maintenance	7				
water maintenance					
mxu's, Wire	1				
new meters					
water shut offs turn on					
liftstations, Reads, Floats	4				
miss digs	21				
Working AZS, OHM secondary lid					
Hosing WWTP	2				
backwash filter building	3	30,000 gal			
final reads/beginning reads	4				
arsonic samples	1				
Morning Rounds WTP	5				
Morning Rounds WWTP	5				
Activated sludge settling test	3				
Replace, repair lighting					
Transferred sludge from primary to secondary	2	2 - days			
Weekend Operation & Lab	2				
Bisulfite delivery					
5th well annual grease,oil					
Flushed primary scum beaches					
Chem Cleaned sand filters	1	#1			



Utilities progress reports	4/21/2014	4/27/2014	7/Days		
Worked with UIS on scada	1				
Filled oiler, greased screw pumps					
Unplugged ras pump					
Chlorine delivery					
Clear bar screen	2				
Decanting from secondary digester	4	4 days			
Mixing primary digester for TAVA sample	1				
Cleaned sludge sink WWTP					
Pumped scum pit WWTP	6				
Pumped down firric man hole					
Open iron pond drain	2				
Replaced blower bearings	1	#2, Reassemble blower #3.			
Add 3lb polymer aeration tank	7				
Chem feed pumps WWTP					
NUBCO WATER READS					
Locate water shut offs					
Mop clean WTP, 5 th well					
Service chem pumps WTP					
Activated sludge samples	3				
Sludge judge clarifiers	7				
Alternate outdoor, indoor screw pumps	5				
Changed Cl2 Pump Hose 5TH					

utilities progress reports	4/21/2014	4/27/2014	7/Days		
Well					
Metro Sewer Vac-Truck					
Doug painting basement floor	1				
Primary clarifier sludge samples	6				
Rebuild sand filter WWTP	3				
Cleaned filter building					
Investigate sewer backup					
5TH WELL					
DO reads activated sludge tank	10				
WATER DUTY SHEETS	DRINKING WATER LAB 7 DAYS PER WEEK.				
	1 Daily grab lab:				
	2 PH		7-Days Per Week		
	3 Iron		7-Days Per Week		
	4 Flouride		7-Days Per Week		
	5 Orthoposphate		7-Days Per Week		
	6 Free Chlorine		7-Days Per Week		
	WEEKLY LAB				
	1 Raw Flouride			One Per Week	
	2 Arsenic			One Per Week	
	3 Raw iron Ryan drive wells			One Per Week	
	WEEKLY NPDES WFP				
	1 PH		One Per Week		
	2 Iron		One Per Week		
	3 Suspended solids		One Per Week		
	DRINKING WATER REPORTING				
	1 Data entry for MORs				
			State Every Month.		
	DRINKING WATER OTHER:				
	1 Montly bacteriological testing				

Utilities progress reports		4/21/2014	4/27/2014	7/Days	
WASTE WATER DUTY SHEETS		WASTE WATER LAB 7 DAYS PER WEEK.			
	1	Daily grab lab		7-Days Per Week	
	2	PH		7-Days Per Week	
	3	Temp		7-Days Per Week	
	4	DO		7-Days Per Week	
	5	Fecal Coliform		7-Days Per Week	
	6	Total Chlorine		7-Days Per Week	
	7	Settlability		7-Days Per Week	
	8	MSSS AT RAS		7-Days Per Week	
	9	Wasting rates		7-Days Per Week	
		Daily Composite Lab:			
	1	Dates:		4/21/2014 - 4/27/2014	
	2	BOD		7-Days Per Week	
	3	Suspended Solids		7-Days Per Week	
	4	Phosphorous		7-Days Per Week	
	5	Ammonia		7-Days Per Week	
		Sludge Lab:			
	1	PH		7-Days Per Week	
	2	Total Solids %		7-Days Per Week	
	3	Alkalinity		7-Days Per Week	
		Paragon Sampling:			
	1	Copper		1-Day Per Week	
	2				
		WASTE WATER REPORTING:			
	1	EDMR Submitted		State Every Month.	
		QA/QC:			
	1	Log Sheets		One Per Week	
		ORDER SUPPLIES:			
	1				
		ORDER CHEMICALS:			
	1	Bisulfate			
	2	Bleach			
		IPP:	received report		
	1	Alpha Metal			
	2	Reports			
	3	Other			

Utilities progress reports	4/21/2014	4/27/2014	7/Days	
	IPP:			
1	NUBC			
2	Reports	Working on draft letter.		
3	Other:	Worked on LOV		
	Miscellaneous:			
1	Repaired power cord, cleaned incubator.			
2	Alkalinity test, raw sludge numbers for Blair.			
3	Microbiology testing drinking water.			
4	Meeting with Blair on start up primary digester.			
5	Supernatant testing.			
6				
7				
Tim off 24 hours				
Eric off 8 hours				
Doug off 4 hours				
Total Work Orders		285		

DPW Projects Report	4/21/2014	4/28/2014	7-Days		
Leaf Pick-Up					
Chip Brush	2	7 hours each			
Patch Roads					
Repair Shoulders	1	1.5 hours Grand, Broad			
Grade Shoulder					
Storm Sewer Repair	1	7 hours rebuilt 2 catch basin			
Street Sign					
Road Repair	2	1 hour each			
Trim Trees, Cut Down	2	Bags off trees, pulled stakes 2 hours each.			
		Meeting with Michelle, Gino 2 hours.			
Clean Ditch					
Repair manhole					
Plow Roads					
Maintain/Inspect Playgrounds					
Lawn Mowing					
Street Sweeping	1	8 hours 2 days			
Clean Downtown					
Farmers Market					
Monthly Engine Hours					
Apple Daze Prep					
Storm Water Inspection					
Sprinkler System Maintenance					
Crack Seal					

DPW Progress Report	4/21/2014	4/28/2014	7-Days		
Cleaned 5 yard truck					
Emptying Street Sweeper into Dumpster					
Monthly Crane Inspection					
Unloaded fence stored farm house barn	2	1 hour each			
Miss Diggs					
Parks					
Repair stop sign	2	Kensington & Grand 1 hour each			
Maintenance on sweeper					
Working On Leaf Machine					
Traffic Signals					
Clock Downtown					
Put up, Take Down Banners	2	2 hour each. Try fitting kids banner on poles.			
Radar Sign	2	2-hours			
Yearly rental rates					
Maintenance GMC Truck					
Compost Bags	2	2 hours each			
Cleaned Drains					
Fuel in Bobcat					
Office Towels, T.P					
Repair & reseed ruts top soil rake asphalt, rocks.	2	8 hours each. All parks			

PAW/Park/High School Region	4/21/2014	4/28/2014	7-Days		
Plowing, Removal Of Snow					
Parking Lots					
Trash down town	4	1.5 hours Monday, Friday			
Push Back Intersections					
Cleaned Crosswalks					
Push Back Shoulders					
Maintenance International					
Dump Truck					
Salted delivery	1	1 hour			
Bobcat maintenance					
Greased 1 ton truck box, front end.					
Clean Office, Break Room	2	1 hour each			
Cleaned trucks					
Pathway between community park, Shaw Court	2	6 hours each. Vehicle cut through pathway tore up grass. Topsoil, seed, straw.			
SWPP reports					
PIPP reports					
Changed oil chipper, filters, greased					
Lawn trailer	1	4 new bearings. 2 hours			
Painted second coat chipper box					
Easter egg hunt stuff					
Health care meeting	4	2 hours each			
Emptied used oil barrels					

DATE/TIME/DESCRIPTION	4/21/2014	4/28/2014	7-Days		
Pre-inspection bucket truck	1	30 min			
Pre-inspection 1 ton trucks	1	30 min			
Pre-inspection GMC truck		30 min			
Pre-inspection International truck		30 min			
Pre-inspection front end loader	1	30 min			
Pre-inspection Case backhoe	1	30 min			
Pre-inspection Bobcat	1	30 min			
Contacted are soil erosion officer, sent pictures.					
Frozen storm lines behind Dexter Pub					
Snow plow damage	2	6 hours each. Top soil, seed, straw.			
Alley inspection					
Lumber from Lowes					
Shoveled salt out of truck salter chain broken.					
Working with LED contractor					
Contract negotiation	1	3 hours			
Called M & M pavement marking company.					
Bills payroll	1	1.5 hours			
Replaced sweeper dumpster					
Change photo cell					



DPW Projects Report	4/21/2014	4/28/2014	7-Days		
Finished compost report					
Quarterly engine hours					
Street painting template					
Washed pick up truck					
ATV removed salter					
Washed 1 ton truck					
Meeting Sandy Hansen	1	1 hour			
Worked on alley's					
Changed out bad light bulbs bucket truck					
Cleaned work area					
Tables to Library	1	2 hours			
Meeting DPW, WWTP, WTP on Victoria Condo's.					
Worked on update storm water maps.					
Inspection retention ponds					
Total work orders	46				
Total work hours	140				
Total hours worked	126.5				
4 DPW workers with hour for lunch 28 hours x 5 days 140 hours.					

Utilities and Operations	4/28/2014	5/4/2014	7/Days		
sewer maintenance	2				
water maintenance	3				
mxu's, Wire					
new meters					
water shut offs turn on	2				
liftstations, Reads, Floats	6				
miss digs	13				
Read water meters	1	2.5 days			
Hosing WWTP					
backwash filter building	3	35,000			
final reads/beginning reads					
arsonic samples	1				
Morning Rounds WTP	5				
Morning Rounds WWTP	5				
Activated sludge settling test	4				
Replace, repair lighting					
Transferred sludge from primary to secondary	1	20,000 gal			
Weekend Operation & Lab	2				
Bisulfite delivery					
5th well annual grease,oil					
Flushed primary scum beaches	4				
Chem Cleaned sand filters	1				

Initial progress reports	4/28/2014	5/4/2014	7/Days		
Worked with UIS on scada					
Filled oiler, greased screw pumps					
Unplugged ras pump	2	#1, #2			
Chlorine delivery					
Clear bar screen	2				
Decanting from secondary digester	1	4-days 30,000gal decant.			
Mixing primary digester for TAVA sample	1				
Cleaned sludge sink WWTP					
Pumped scum pit WWTP					
Pumped down firric man hole					
Open iron pond drain	2				
Replaced blower bearings					
Add 3lb polymer aeration tank	5				
Chem feed pumps WWTP					
NUBCO WATER READS	2	Meter # 71307627 read 0055 Meter # 71756943 read 3008			
Locate water shut offs					
Mop clean WTP, 5 th well					
Service chem pumps WTP					
Activated sludge samples	3				
Sludge judge clarifiers	7				
Alternate outdoor, indoor screw pumps	5				
Changed Cl2 Pump Hose 5TH					

Activity	4/28/2014	5/4/2014	7/Days		
Well					
Metro Sewer Vac-Truck					
Doug painting basement floor	1	Staircase WWTP, basement WWTP.			
Primary clarifier sludge samples	6				
Rebuild sand filter WWTP	3				
Cleaned filter building					
Investigate sewer backup					
5TH WELL	1	27'			
DO reads activated sludge tank	15				
WATER DUTY SHEETS	DRINKING WATER LAB 7 DAYS PER WEEK.				
1 Daily grab lab:					
2 PH			7-Days Per Week		
3 Iron			7-Days Per Week		
4 Flouride			7-Days Per Week		
5 Orthoposphate			7-Days Per Week		
6 Free Chlorine			7-Days Per Week		
WEEKLY LAB					
1 Raw Flouride				One Per Week	
2 Arsenic				One Per Week	
3 Raw iron Ryan drive wells				One Per Week	
WEEKLY NPDES WFP					
1 PH			One Per Week		
2 Iron			One Per Week		
3 Suspended solids			One Per Week		
DRINKING WATER REPORTING					
1 Data entry for MORs			State Every Month.		
DRINKING WATER OTHER:					
1 Montly bacteriological testing					

WASTE WATER DUTY SHEETS		4/28/2014	5/4/2014	7/Days		
WASTE WATER LAB 7 DAYS PER WEEK:						
1	Daily grab lab			7-Days Per Week		
2	PH			7-Days Per Week		
3	Temp			7-Days Per Week		
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5	Fecal Coliform			7-Days Per Week		
6	Total Chlorine			7-Days Per Week		
7	Settlabilty			7-Days Per Week		
8	MSSS AT RAS			7-Days Per Week		
9	Wasting rates			7-Days Per Week		
Daily Composite Lab:						
1	Dates:		4/28/2014	5/4/2014		
2	BOD			7-Days Per Week		
3	Suspended Solids			7-Days Per Week		
4	Phosphorous			7-Days Per Week		
5	Ammonia			7-Days Per Week		
Sludge Lab:						
1	PH			7-Days Per Week		
2	Total Solids %			7-Days Per Week		
3	Alkalinity			7-Days Per Week		
Paragon Sampling:						
1	Copper			1-Day Per Week		
2						
WASTE WATER REPORTING:						
1	EDMR Submitted			State Every Month.		
QA/QC:						
1	Log Sheets			One Per Week		
ORDER SUPPLIES:						
1						
ORDER CHEMICALS:						
1	Bisulfate		1			
2	Bleach		1			
IPP:		received report				
1	Alpha Metal					
2	Reports					
3	Other					





## VILLAGE OF DEXTER – COMMUNITY DEVELOPMENT OFFICE

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

### Memorandum

**To:** Village Council and President Keough  
Donna Dettling, Village Manager

**From:** Michelle Aniol, Community Development Manager

**Re:** Report

**Date:** May 5, 2014

#### Victoria Condominium Update

On Monday, May 5, 2014 the Planning Commission reviewed Deputy Homes Application for Combined Preliminary and Final, along with review letters from CWA, OHM and the Dexter Area Fire Department (DAFD) and follow-up correspondence from Spicer on behalf of Deputy Homes.

Following presentations by staff and the applicant, the Planning Commission discussed the plan, then took action to recommended approval of the Combined Preliminary and Final Site Plan for Victoria Condominiums at the Dexter Crossing Planned Unit Development subject to the following conditions:

1. Recommendations outlined in the CWA review letter dated, April 4, 2014
2. Recommendations outlined in the OHM review letter dated, April 22, 2014, and
3. Submittal of the Master Deed, Bylaws and Condominium Subdivision Plan (Exhibit B Drawing) for Village Review.

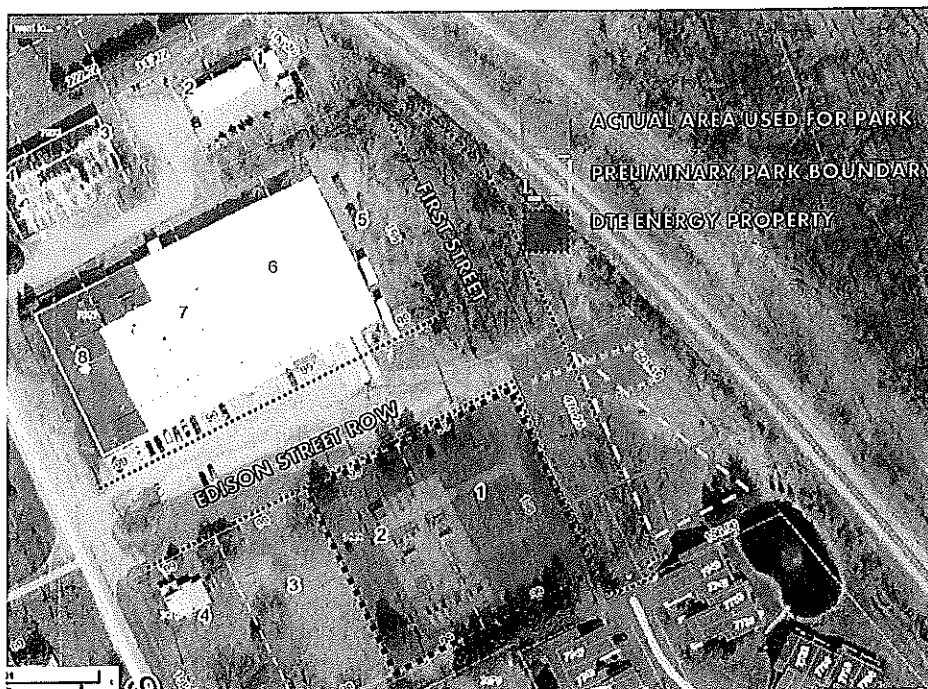
Village Council can expect this case to be on its May 27<sup>th</sup> agenda, provided the applicant submits a revised plan that satisfies the conditions cited above.

#### Horseshoe Park

At your last meeting Mr. Cousin's informed Council that before a shelter could be constructed at Horseshoe Park, the actual, legal boundaries of the park and road rights-of-way needed to be surveyed.

On Tuesday, May 6<sup>th</sup> Mr. Cousin's and I met the surveyor at the park and he showed us where the boundaries of the park were located, as well as the location of the First Street and Edison Street road rights-of-way.

The diagram to the right illustrates the information we received from the surveyor.



The yellow dashed lined represents the park boundary, the dotted red line illustrates the location of the First and Edison Streets road ROW, and the dotted purple line represents the location of the

DTE's Diamond Sub-Station. The area currently being used for the park (green) spills into the First Street ROW, and this presents a hurdle because it would not be sound planning nor would it meet zoning regulations to allow the shelter to be constructed outside the park and/or inside the road ROW.

The surveyor will complete his work and provide the survey and legal description in approximately 2 weeks, and then Council will be asked to consider a vacation of a portion of the First and Edison Street road rights of way.

#### **ECONOMIC PREPAREDNESS COMMITTEE**

Last week members of the Economic Preparedness Committee met to discuss the next steps for addressing the issues voiced by businesses in the Dexter Research and Business Park (i.e. high speed internet, power quality and ingress/egress to the Park).

One recommendation the Committee plans to make to the Road Committee and Council for further review and analysis would be to deconstruct the boulevard island at the entrance into the park and expand the entrance drive on the pond side. To help off-set the cost of this improvement Jim Carson will contact WATS and I will research MDOT Transportation Economic Development (TED) funding options. Look for a recommendation in the near future.

Another recommendation from the Committee was to distribute to Council the National League of Cities/ Center for Research and Innovation report, *The Role of Local Elected Officials in Economic Development- 10 Things You Should Know*. The Committee encourages the Council to read through the report. Additionally, the Committee plans to use the report as a guide as they establish goals and objectives in conjunction with an update to the Village's Economic Development Plan.

Lastly, in preparation for the MEDC Redevelopment Ready evaluation process and the potential for the Village to become a City, the Committee will be developing recommendations for Council's consideration. Look for those recommendations in the summer.



## THE ROLE OF LOCAL ELECTED OFFICIALS IN ECONOMIC DEVELOPMENT

### 10 Things You Should Know

**Christiana McFarland**

Director

Finance and Economic Development Program  
National League of Cities

**Katie Seeger**

Senior Associate

Finance and Economic Development Program  
National League of Cities



INTERNATIONAL  
ECONOMIC DEVELOPMENT  
COUNCIL



*The Role of Local Elected Officials in Economic Development: 10 Things you Should Know* was the result of a partnership between the National League of Cities Center for Research and Innovation and the International Economic Development Council (IEDC). IEDC staff were instrumental in facilitating a series of input sessions with economic development officials during their conferences in October 2009 and February 2010. IEDC staff also reviewed the guide and provided constructive feedback. NLC also recognizes the direct input and guidance provided by members of IEDC, members of NLC's CityFutures Panel on Community and Regional Development, and other local officials.

## About the National League of Cities

The National League of Cities is the nation's oldest and largest organization devoted to strengthening and promoting cities as centers of opportunity, leadership and governance. NLC is a resource and advocate for more than 1,600 member cities and the 49 state municipal leagues, representing 19,000 cities and towns and more than 218 million Americans.

Through its **Center for Research and Innovation**, NLC provides research and analysis on key topics and trends important to cities, creative solutions to improve quality of life in communities, inspiration and ideas for local officials to use in tackling tough issues, and opportunities for city leaders to connect with peers, share experiences, and learn about innovative approaches in cities.

## About the International Economic Development Council

The International Economic Development Council (IEDC) is the premier membership organization dedicated to helping economic development professionals create high-quality jobs, develop vibrant communities and improve the quality of life in their regions. Serving more than 4,600 members, IEDC represents the largest network of economic development professionals in the world. IEDC provides a diverse range of services, including conferences, certification, professional development, publications, research, advisory services and legislative tracking.

## About the Authors

Christiana McFarland is the director of the Finance and Economic Development Program in the Center for Research and Innovation at the National League of Cities. Katie Seeger is senior associate in the Finance and Economic Development Program. Caitlin Geary, finance and economic development fellow, also contributed to the guide.

William Woodwell, editorial consultant, and Lara Malakoff, NLC senior program associate for outreach, provided editorial assistance, and Alexander Clarke, NLC manager of creative design and production, designed and managed the production of the report.

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# Introduction

Economic development is the process of building strong, adaptive economies. Strategies driven by local assets and realities, a diverse industry base and a commitment to equality of opportunity and sustainable practices have emerged as those that will ensure a strong foundation for long-term stability and growth. Even within the parameters of these principles, what constitutes success in economic development and the specific strategies to accomplish it will look different from place to place. Despite these differences, leadership is consistently identified as a critical factor in effective economic development.

Dedicated leadership is needed to raise awareness, help develop and communicate a common vision, and motivate stakeholders into action. Although leadership can come from many places within the community, local elected officials are particularly well-positioned to take on this role. The political influence of elected leadership is critical to helping communities stay the course toward a vibrant economic future. From the bully pulpit to the design and coordination of public policies, mayors and councilmembers have opportunities every day to effect change and promote a strategic vision of economic growth for their community.

The goal of this guide is not to provide a one-size-fits-all solution to economic development or even to offer an Economic Development 101. Nor does this guide contend that elected officials should be economic development experts. The goal is instead to identify fundamental ways elected officials can become informed and strategic decision-makers who can connect the policy “dots,” be effective communicators and take a leadership role in economic development. The guide is based on the premise that elected officials can and should actively participate in and lead long-term development strategies that make sense for their community.

The format of the guide is a “top 10 list” of things elected officials should know about economic development in order to be effective leaders. These include:

1. **Your local economic strengths and weaknesses.** A stronger understanding of your community’s economic profile will help you create a realistic vision and strategies for economic development.
2. **Your community’s place in the broader regional economy.** With a firmer grasp of how your community fits into the broader region, you’re better prepared to work with other jurisdictions to share responsibility for regional economic success.
3. **Your community’s economic development vision and goals.** Local elected officials can play a key role in building consensus for a vision and goals that provide clear direction for local economic development.
4. **Your community’s strategy to attain its goals.** A strategic approach means linking economic development goals to specific activities, allocating a budget and staff to these activities and evaluating performance based on measurable outcomes.
5. **Connections between economic development and other city policies.** When crafting economic development policies, it is essential to consider how other city policies (e.g., transportation or housing) affect your economic development goals.

6. **Your regulatory environment.** Your community's regulatory process should allow for timely, reliable and transparent resolution of issues facing businesses, while still remaining true to your long-term economic development vision.
7. **Your local economic development stakeholders and partners.** Local officials should think strategically on a project-by-project basis about who needs to be involved, the resources they bring to the table, and what it will take to get them engaged.
8. **The needs of your local business community.** Local officials can help create an environment that supports the growth and expansion of local businesses, primarily by opening lines of communication.
9. **Your community's economic development message.** You will want a clear, accurate and compelling message that reflects your local vision and that helps ensure broad support for economic development projects undertaken by the city and its partners.
10. **Your economic development staff.** Local elected officials will be more effective in leading economic development activities to the extent that they forge strong relationships with staff members who work on these issues on a daily basis.

# 1. Your Local Economic Strengths and Weaknesses

Your community's strengths and weaknesses, such as quality-of-life amenities, infrastructure and workforce skills, determine the potential of your local economy to support economic growth. This economic profile lays the foundation for creating a realistic vision and strategic direction for economic success that is unique to your community. Information about your local economy can also help engage and educate constituents and build community support for economic development decisions.

## ASSESSING YOUR LOCAL ECONOMY

IMPORTANT FACTORS	KEY INDICATORS
Economic conditions	Unemployment, types and sizes of firms/industries, wages, income, new business starts, retail sales, housing prices, types of imports and exports, number of businesses closed
Population characteristics	Population size and growth, age, education level
Labor force characteristics	Labor force participation, occupations, skills, commuter characteristics, productivity
Physical conditions	Land use, zoning, land values, condition of buildings, vacancy rates, building activity, parking facilities, condition and capacity of infrastructure, air and water quality
Business climate	Community attitudes, labor relations, business taxes and regulations, level and quality of municipal services, workforce training, access to and cost of capital, public and private infrastructure
Knowledge-based resources	Federal labs, science and research parks, industry incubators, colleges and universities, technical training schools
Quality of life	Housing availability, public services, education system, crime rate, cultural and recreational activities, parks and other natural amenities

Source: *Economic Development Strategic Planning*. International Economic Development Council, Washington, D.C., 2006, pp. 44-48.

With the assistance of your economic development staff and input from stakeholders, you can identify factors within and outside of the control of local government that impact and shape your local economy. Identifying strengths and opportunities is crucial, but local officials also should pay attention to weaknesses and potential threats.

For example, what industries in your community and region are growing or struggling? What are the skills of your workforce, and are they sufficient to meet the needs of business? What barriers and sup-

port services exist for local entrepreneurs and small businesses? Is the local and regional housing stock diverse enough to provide for a wide range of housing needs?

All of these factors should be understood in comparison to other communities and in the context of broader economic trends. As a result of this process, you will have a stronger sense of your unique local assets, as well as what you can and should be doing to build on strengths and mitigate weaknesses.

### Taking Action, Asking Questions

- What unique strengths can your community build on for economic development and growth?
- What weaknesses pose a barrier to economic development? To what extent can you mitigate these weaknesses – and how?
- How do your community's strengths and weaknesses compare to those in other communities?
- How are economic conditions changing in your city and region?

### San Buenaventura, Calif. (Ventura) (population 109,000)

After many decades of slow economic growth, the traditionally blue-collar City of San Buenaventura began to realize that its anti-business reputation had actually been undermining its economic prosperity. The city had very few middle class jobs and a limited industrial base and service sector. Moreover, many high-tech firms were heavily concentrated in much of the city's surrounding area and seemed to bypass Ventura when making location decisions.

Through an analysis of the community's strengths and weaknesses, city leaders in Ventura determined that the city's location between two high-tech hubs, its pool of entrepreneurs and venture capitalists and significant quality of life amenities placed them in a unique position to expand high growth technology sectors. The city developed and pursued a strategic plan for economic development, including new activities to increase the local tax base, diversify the economy and create high value, high wage jobs.

The city created a self-sustaining fund to support the new plan, specifically growth of businesses from within the community, by using a \$5 million loan payoff from the Redevelopment Agency. The Jobs Investment Fund (JIF) provides "mezzanine capital" to expansion projects or venture capital to new projects as either loans or direct investments. JIF, managed by a private investment partner, allows for a higher return potential to the city than is traditionally available with a standard investment portfolio.

Constituents have expressed concern that the city has too great a risk exposure in these investments. "There are requests that we redirect the money from the fund back to general government operations each time we face additional budget cuts, but due to political will and improved communications with our constituents, so far we have been able to maintain funding," said Councilmember Neal Andrews. City leaders have made a special effort to bring community opinion leaders into a position where they understand what JIF is about and why it's important.

JIF has allowed the city to engage in a number of business development activities, including capital raising conferences, entrepreneurship events and a business incubator. As of January 2010, 10 firms have located in the incubator, and in 2008, Forbes magazine ranked Ventura number 68 on the "Small Business list of 100 best places to live and launch a business."

#### Contact:

City of Ventura  
Department of Economic Development  
Phone: (805) 677-3935

## 2. Your Community's Place In The Broader Regional Economy

Understanding your local economy also means knowing how your community fits into the broader region. Although increased competition for jobs, tax base and private investment can put political pressure on elected officials to go toe-to-toe with neighboring jurisdictions, the reality is that local economic success depends on regional economic success.

This is particularly true in the context of the global economy, where economic competition may not be with your neighbor, but with a city in China, India or Ireland. Firms engaged in global economic activity rely on a breadth of resources available in a region, including workers, transportation, housing, and amenities. In nearly all cases, one community does not have full capacity needed to support these activities. Cities that focus on competition within the region, instead of collaborating for economic development, are placing their economic future at risk.

With a firmer grasp of your community's place in the region, you're better prepared to work with other jurisdictions to share responsibility for promoting regional economic success. Cities in the Denver region, for example, work together to draw businesses and other economic activity to the region while agreeing not to compete or offer incentives to firms to locate in their specific communities. Similarly, many cities work together on regional marketing efforts, typically via participation in a regional council. These collaborative efforts attract firms, investment, and employment that benefit the entire region.

Participating in regional activities may present some political difficulties if the local economic benefits are not well understood by your constituents. Local elected officials should be prepared with the facts about how regional economic success translates into improved employment opportunities, tax base, or amenities for your city and the people who live there. Local officials can work with their staff to craft a clear, accurate message about their involvement in regional activities, and communicate this message to community through the media, neighborhood meetings or other public venues. It can serve as a starting point for a community dialogue about the importance of regional collaboration to local success.

"Too many local governments still act as if they have the luxury of merely competing with each other for tax base, especially within their region. But economically this is a sideshow or a delusion. The real economic competition is global and competing effectively requires regional collaboration."

William Barnes, *The Economic Development Game Has Changed*, Nation's Cities Weekly, 1/11/2010

### Taking Action, Asking Questions

- How do you define your economic region?
- How does the economic strength of your city depend on what happens in other cities and towns in the region? How does regional economic activity provide direct or indirect benefits to your community?
- What assets does your community contribute to the regional economy (e.g., workers, housing, amenities, transportation)?
- What regional organizations, partnerships and/or activities already exist? To what extent is your community involved?



## 3. Your Community's Economic Development Vision and Goals

A primary challenge in the practice of economic development is choosing among many competing priorities and various activities. A clear economic vision and goals are needed to provide a framework for strategically assessing and coordinating these efforts. The vision stems from the community's values, its collective sense of local economic strengths and weaknesses, and consensus on a desired future. Goals are more tangible expressions of the vision and provide specific direction for actions.

For example, the City of Albuquerque, New Mexico's economic development initiative "thrive!ABQ" identifies the city's economic vision as a city with a vibrant business climate that's accessible, user-friendly and welcoming to all. The three primary goals of "thrive!ABQ" are:

- Albuquerque First: Retain existing businesses and industries by fostering partnerships with local businesses and increasing spending in the community.
- Albuquerque Easy: Remove barriers to conducting business within the city.
- Albuquerque Recruits: Make the city an attractive place for businesses to locate.

According to the American Planning Association's *Economic Development Toolbox* (2006), a sound economic vision and goals should:

1. Balance what the jurisdiction would like to achieve with what resources and public support the jurisdiction can realistically expect to muster in support of that vision.
2. Be consistent with the role of the jurisdiction's economy in the larger regional and state economies.
3. Be understandable to citizens without technical training or experience in economic development.
4. Be produced in a way that makes it possible to incorporate it in the jurisdiction's comprehensive plan.

If your city already has an economic development vision, make sure your policy decisions reflect the principles in the vision. In cities that do not have an economic vision, local elected officials can help initiate a community visioning effort. A well-designed visioning process will surface an array of ideas, opinions and objectives from a diverse group of stakeholders. An important role for elected officials is to help bring people to consensus and agreement on a common purpose.

"There are many possible economic futures for any given jurisdiction, there are some impossible ones as well. The challenge is to decide on a future that is not only desirable, but also possible given the factors that constrain it."

Terry Moore, Stuart Meck, and James Ebenhoh. *An Economic Development Toolbox*. American Planning Association, Washington, D.C. October 2006, p. 34

## Taking Action, Asking Questions

- Does your community have a clearly stated vision and goals for economic development? If so, what are they?
- Does the vision reflect the community's values as well as its strengths and weaknesses?
- Do your constituents and key stakeholders understand and agree upon the community's vision and goals?
- To what extent do local government policies support the vision and goals?

### Mission, Kan. (population 9,727)

Mission, a community less than three square miles in area, was at a crossroads when many large parcels of land became available for redevelopment. In response, the city began a planning process that involved all facets of the community, including residents, businesses and shoppers, to create a vision that would serve as the framework for future development. The vision, which ultimately called for more compact, walkable, and sustainable development, was challenged when Mission was offered a lucrative deal by a big-box developer.

With a strong commitment to the vision, Mission denied the big-box store and has accepted an offer for a new mall from a developer who has embraced the city's vision for a vibrant, pedestrian-friendly, mixed-use destination. Although the developer typically works on retail projects only, his collaboration with the city and understanding of the community vision has led him to include residential, hotel, office and entertainment as potential project components.

The city's resolve to stick with its vision also resulted in overwhelming community support for the project. Instead of Not in My Back Yard opposition, city officials received acclamation from those attending its Planning and Zoning hearings. Among the most common questions the city received from residents: "When will the project be complete?"

#### Contact:

City of Mission

Department of Community Development

Phone: (913) 676-8350

E-mail: [MRivarola@missionks.org](mailto:MRivarola@missionks.org)

## 4. Your Community's Strategy To Attain Its Goals

Once the economic development vision and goals are defined, it is important that they not be shelved, but that they guide and determine your community's economic development strategy. If the community has been involved in the process and believes in the vision and goals, residents will hold political leadership accountable for putting them into practice. Strategic implementation of the economic development vision involves linking economic development goals to specific activities, allocating a budget and staff to these activities, and evaluating performance based on specific, measurable, agreed-upon outcomes.

There are many local activities that can be used to accomplish your city's long-term economic vision. The types of economic development policies and tools pursued by your community will depend on those permitted by your state, as well as how your local government perceives its role in stimulating private sector economic activity.

The traditional local government role in economic development is to facilitate economic activity by offsetting the cost of doing business in your community (in terms of time, opportunity and money). Strategies include land assembly, modifying the permitting process and providing job training. More entrepreneurial roles, as well as strategies that more directly address the demand for local products, may include seeding and investing in local small businesses, matching gaps in supplier/buyer linkages and international trade promotion. Local elected officials can work with city staff, businesses and other stakeholders in the community to educate themselves about the types of programs and tools that are available to them and to decide which economic development role is best for their city.

You can also look to "best practices" in other communities; however, it is important to remember that economic development activities that work in one place will not necessarily work in another. Following economic development fads or strictly replicating another city's approach without putting it in the context of your community is a recipe for failure. Instead, elected officials can learn how and why another city was successful and adapt those practices to local realities.

Elected officials should also work with their staff to determine a set of expected outcomes, the necessary level of resources (staff and budget) needed to achieve these outcomes and performance metrics to evaluate and measure them. In the context of short-term political cycles, it may be tempting to stray from the strategy and only consider economic development in terms of traditional, more tangible successes, such as attracting a new, large employer. For this reason, it is important that elected officials and staff agree upon, are committed to and accurately measure even *incremental* economic achievements. This will allow political leaders to demonstrate success and champion all various ways the community is supporting economic activity.

Strategic implementation of economic development, from selecting activities that support the vision to accurately measuring progress, enables local governments to be more responsive in an increasingly complex and uncertain economic environment. It allows the community, staff and elected officials to be part of a "continuum" of leadership and to make more deliberate progress toward long-term economic success.

### Taking Action, Asking Questions

- How do your goals drive everyday actions to develop and grow your local economy? Can you develop better strategies, if needed, which make sense for your community?
- What is the general orientation of your local government toward supporting private sector economic activity? What tools is your city willing to and able to use?
- Is your city's budget and staffing aligned with its strategies for economic development?
- How will you measure and evaluate your city's economic development efforts over time?
- What can you do to celebrate incremental successes?

### Littleton, Colo. (population 43,055)

In 1987, the City of Littleton pioneered an entrepreneurial alternative to the traditional economic development practice of recruiting industries. The "economic gardening" program, developed in conjunction with the Center for the New West, is an effort to grow local jobs through entrepreneurial activity.

The approach is based on research that indicates the great majority of all new jobs in any local economy are produced by small, local businesses already in the community. According to Chris Gibbons, Littleton's director of business/industry, an entrepreneurial approach to economic development has several advantages over attraction strategies. First, the cost per job is much less than the \$250,000 to \$300,000 incentives typical in major relocations. Second, the investment is in the community and its infrastructure; should a business choose to leave, it does not take that investment with it. Third, it is a healthier approach in that a community's future is no longer tied to the whims of an out of state company. Its future is entirely a function of its own efforts and investments.

Littleton's economic strategy focuses on creating a nurturing environment for entrepreneurs and "second-stage" companies, those with 10-99 employees and/or \$750,000-\$50 million in receipts. In a typical engagement, the city's Economic Gardening team will assist a company with core strategy, market analysis, competitor intelligence, and other priority tasks. Since the start of the program, Littleton's job base has grown from 15,000 to 30,000, the retail sales tax has tripled from \$6 million to \$21 million, and the population has grown by 23 percent.

#### Contact:

City of Littleton  
Business/Industry Affairs  
Phone: (303) 795-3749

## 5. Connections Between Economic Development and Other City Policies

It would be nearly impossible to list all of the various ways in which local government policies interact and overlap. When crafting economic development policies, it is essential to consider how other city policies support or discourage your economic development goals. For example, are your transportation initiatives supporting local retail? Are your local workforce training programs aligned with your sustainability plans? Is the regional housing stock adequate to meet the needs of workers in your community? By thinking about policies holistically, you can avoid detrimental policy interactions and create an environment for different policies to support and enhance each other.

Policy integration has become even more important over the past 30 years as the drivers of economic growth have broadened significantly. Today, the scope of economic development and the interests and needs of the business community extend well beyond market access and transportation networks. Social and professional networks, educational institutions, quality-of-life amenities, talent and workforce skills and housing are important assets that contribute to your community's economic profile. Additionally, there is increased recognition that improvements in economic equity and the natural environment are critically important to a strong local economy.

For example, the City of Portland, Ore., has created a Sustainable City Partnership to foster a collaborative, citywide effort to integrate sustainable practices and resource efficiency into municipal operations and to strengthen existing policies and efforts. A primary partnership role for city officials and staff is to develop connections between environmental quality and economic vitality. The city has encouraged sustainable business practices and has leveraged sustainability as a key economic sector.

One strategy to ensure that all of the various sources of economic growth and the key elements impacting economic development are coordinated is to develop your economic development activities in conjunction with your community's comprehensive planning process. Some communities have formalized this process through implementation of an Economic Prosperity Element (page 14).

### Taking Action, Asking Questions

- How do other city policies — in areas from transportation and housing to public safety — affect your goals for economic development?
- To what extent does your city need to change existing policies so they are aligned with and support the economic development vision and goals?
- How often do various city departments communicate? To what extent is there a shared understanding of and commitment to successful economic development across city government?
- Are your city's economic development strategies and goals reflected in the comprehensive plan? Can you add an Economic Prosperity Element to the plan?

## Economic Prosperity Element

by William Anderson, Director, City Planning & Community Investment Department, City of San Diego (*American Planning Association Economic Development Blog* 5/17/2010)

Many cities and counties are adding Economic Prosperity or similar elements to their General Plans. These elements help strengthen the link between a jurisdiction's comprehensive plan and economic development. While most factors that influence economic development are beyond a local area's control, such as macro-economic trends, international competition, interest rates, financial markets, local jurisdictions do have control of factors that can make them more or less competitive in the region, nation, or world.

Some of these local factors are traditionally addressed in General Plans, such as land use capacity for industries and targeted sectors, infrastructure efficiency and cost, quality-of-life, housing affordability for the workforce, and environmental quality. Other local factors are not as directly related to land use policies, such as workforce training, education, and access to capital. These factors may be the purview of other organizations and agencies, but are also critical.

An Economic Prosperity Element, especially one tied to a regional economic development strategy, can bridge and coordinate these factors and take the General Plan beyond the role of just land use policy. It can also serve as the element that connects a region's economic development strategy focused on the needs of export-oriented base sectors, to the opportunities for community-level economic development.

### Contact:

City of San Diego  
Department of City Planning & Community Investment  
Phone: (619) 235-5200  
E-mail: [AndersonW@sanidiego.gov](mailto:AndersonW@sanidiego.gov)

## 6. Your Regulatory Environment

Your regulatory environment directly impacts the ease of doing business in your city. For business leaders, time is money; they want to know that the regulatory process provides for timely, reliable and transparent resolution of key issues. If your city's regulatory policies are riddled with delays, confusing and redundant steps and multiple approval processes, a prospective business may very well choose to locate or expand in another community.

Local officials can improve the regulatory environment for businesses by ensuring that the development review process and other policies are streamlined and transparent. The key to success is ensuring consistency and clarity about expectations, timelines, regulations, and costs. This will alleviate much of the uncertainty involved in economic development projects by allowing businesses to accurately anticipate the timing of the process and to build their plans accordingly. In addition, a better regulatory environment can promote information-sharing and better communication with local businesses so you can work together to identify potential challenges or problems.

As a local elected official, your first step is to ensure that you have an understanding of the current regulatory system and where there may be problems. This will require you to gather input from the business community about their frustrations and experiences. Working with your local chamber of commerce or other local business organizations may be helpful in this process. To gain additional perspective, you may want to consider going through the process yourself, as if you were a developer or a new business. This will allow you to have firsthand knowledge of the time, costs, hassles and clarity of the process.

When examining your regulatory process, be mindful not to throw the good out with the bad. Not all development is good development, and it is important that your regulatory processes reflect your long-term economic development vision so you can safeguard against detrimental projects. The key for your city is to find a balance and remove unnecessary delays and hurdles, while still preserving the integrity of the community's economic development vision and goals.

### Taking Action, Asking Questions

- Are your local agencies charged with regulatory processes attuned to the needs of businesses, particularly efficiency and transparency concerns?
- Are there one-stop approvals or other ways to expedite review processes?
- How long does it take to get a new development proposal in front of a local planning board?
- Do businesses have access to clear information about local regulations from one source?
- Is there a designated city staff person who helps facilitate the process to ensure that things go smoothly?

## 7. Your Local Economic Development Stakeholders and Partners

A group of diverse stakeholders within and outside local government contribute to economic development. These include both large and small businesses, nonprofit organizations, workforce and training organizations, universities, department staff and many others. Economic development partnerships will likely change depending on the activity, so it is important to think strategically on a project-by-project basis about who needs to be involved and the resources they bring to the table.

Collaborative partnerships are especially important given the increased complexity and diversity of interests in economic development. Harnessing the breadth of resources, knowledge, leadership, and skills of stakeholders that may not typically interact is essential for effective implementation of your city's economic development strategies. By facilitating broader and deeper interaction among local government, business, the community, and economic development activities, local elected officials can ensure that policy decisions will be in tune with all of the other work that is happening in the community to advance the city's economic development goals.

Your local government may not always be the lead organization for an economic development project. Sometimes, the chamber of commerce might lead the way. In other instances, it might be a different community organization or business leader. But even if the city is just one stakeholder among many, local elected officials can make themselves available to help bring the right people and organizations to the table. Important roles for municipal leaders include: reaching out to the various parties; working to break down communication barriers; helping to facilitate consensus; and ultimately, coordinating and leveraging action.

### Taking Action, Asking Questions

- Who are the key stakeholders (individuals, organizations, businesses, city staff) that can help strengthen your city's local economic development efforts?
- To what extent are stakeholders already communicating and working together on these issues?
- What will it take to break down any barriers that exist among key stakeholders and to get them to do more collaborative work?
- What resources do various stakeholders bring to the table in terms of financial support, people, skills, contacts and more?



### Garland, Texas (population 238,651)

A critical objective of the Garland Economic Development Partnership (GEDP), a collaboration of government, school and business leaders, is the retention of key businesses in the local community. A suburb of Dallas, Garland has been characterized as a major manufacturing city since the 1950s and is home to numerous Fortune 500 corporations such as Kraft Foods, General Dynamics and Raytheon.

In 2006, the city recognized the "Garland Top 100" businesses based on their tax value, number of employees and electric usage. The city estimates that the "Garland Top 100" represent 13 percent of the local tax base and employ 17 percent of the total workforce. City of Garland Mayor Ronald Jones and GEDP staff has visited nearly all of the top 100 manufacturing companies in Garland to hear their concerns and challenges directly.

According to Jones, these visits were intended to make sure that elected officials understand and recognize business needs, and that the businesses understand that the city appreciates they are part of our community. During the meetings, the mayor and GEDP staff discussed a variety of key issues, including workforce training needs, utility costs, and public safety. As a result, the city developed the Dallas County Manufacturers' Association in collaboration with Richland College to provide specialized workforce training.

**Contact:**

Garland Chamber of Commerce

Phone: (469) 326-7444

E-mail: [paul.mayer@garlandchamber.com](mailto:paul.mayer@garlandchamber.com)

## 8. The Needs of Your Local Business Community

Local businesses are essential to a stable and diverse local economy. In recent years, many cities have shifted their primary economic development focus away from attracting large firms from outside the community to growing new businesses from within and helping existing businesses survive and thrive. Local officials can help create an environment that supports the growth and expansion of local businesses.

In the case of entrepreneurs and small businesses, many fail not for lack of ideas, but on planning and management. By allocating resources for entrepreneurial and new business support services, local governments can help these businesses overcome critical barriers to success. Such services include small business development centers, entrepreneurship training, market information, networking opportunities, marketing assistance, business incubators and even financing opportunities.

Running a business is a full-time job, and even if local services are available, business leaders may be unaware of the assistance available to them. Even more likely, they may not automatically view the city as a resource or an ally. By making the effort to reach out and communicate with your local business community, whether through your local chamber of commerce, organized events or visiting businesses individually, local officials can gather input to help improve local business policies and demonstrate that the community cares about the success of their business.

It is important for local elected officials to bring the same commitment and enthusiasm to existing business as they do to new business prospects. The city often creates incentives or other policy packages to attract new employers, and celebrates a new, large company with ribbon cuttings and stories in the local media. By similarly celebrating local business accomplishments, you can show the city's support, increase the business's profile and draw attention to economic development success stories that often go unnoticed.

Additionally, by publicly highlighting the achievements of your local companies, you will build your city's reputation as a business friendly community. This, in turn, may encourage outside businesses to take a second look at your community as a desirable location, while providing existing businesses with even more reasons to stay in your jurisdiction.

When making policy decisions focused on business retention and expansion, including small business and entrepreneurial development, it is important to remember that many local businesses need time to mature and grow. Although this form of business support may not deliver an overwhelming, immediate economic impact, the benefits of staying the course with your local businesses can provide greater long-term pay-offs. These include a more diversified, stable economy, a business community with stronger local ties and maybe even the next, great Fortune 500 company.

### Taking Action, Asking Questions

- What does your local government do to find out the needs of your business community?
- Who in government regularly communicates with individual businesses and the business community at large? How does this happen?
- To what extent do you celebrate milestones achieved by existing businesses in your community?
- What support services does your city offer to entrepreneurs and small businesses? What more could you do?

### New York (population 8,308,163)

New York City provides an example of a successful, city-led effort to directly link workforce development and economic development. In 2003, Mayor Michael Bloomberg eliminated the NYC Department of Employment and consolidated the city's adult workforce programs with the Department of Small Business Services (SBS). The resulting program provides employment and training services for individuals and seeks to meet specific workforce needs of local businesses.

Much of the program's success has been due to a dual customer approach — focusing on meeting the needs of job seekers, as well as local businesses. In fact, SBS has developed two distinct brands associated with both customers. Workforce 1 provides individuals with job placement, training and advancement services and NYC Business Solutions provides a suite of services to support local businesses, including employee recruitment services from the pool of screened job candidates from the Workforce 1 program.

The effort has shown real results in New York City. In 2003, prior to the consolidation of the two programs, the workforce system only achieved 500 job placements. In 2009 the workforce system achieved 25,000 placements.

#### Contact:

NYC Department of Small Business Services  
Strategic Initiatives  
Phone: (212) 618-6759  
E-mail: [cneale@sbs.nyc.gov](mailto:cneale@sbs.nyc.gov)

## 9. Your Community's Economic Development Message

Strong communications and a compelling message are vital to successful economic development and a primary responsibility for local elected officials. An economic development message that is based on your community's collective vision and is conveyed by all key stakeholders will establish a consistent community "brand" and competitive identity to the outside world.

Local elected officials can use public speeches, interviews and other communications to rally the community around their economic development message. In addition to publicly promoting the message, local elected officials can work with their staff to ensure that all economic development partners have the information that they need to support the message or to accurately convey the message to others. This may be data about the economic role they play in the community, or marketing materials that they can use to engage others outside the community. These small steps go a long way in generating a positive reputation of your community.

Sometimes, cities let politics and minor disagreements about the direction of economic development affect their city's public image. This can detrimentally impact the confidence investors have in your community as a place to do business. Developers, business owners and others want to be assured that their investment in your community will have broad support among local leaders, residents and key partners. If those who impact the success of a business or economic development project are not unified, the confidence of the investor will falter. Local elected officials can help manage internal disputes and ensure that all stakeholders remain committed to the message and the vision it conveys.

### Taking Action, Asking Questions

- How do you currently communicate about your city's economic development activities? To what extent are you using speeches, media interviews and other forums to highlight an economic development vision and goals?
- Does your city have a clear and consistent message about economic development for the outside world?
- How do your city's communications efforts dovetail with what other organizations in the community (e.g., the chamber of commerce) are doing? Are there ways to enhance coordination on communication activities?

## 10. Your Economic Development Staff

As discussed throughout the guide, local elected officials have clear and specific roles to play in their cities' efforts to build a strong local economy. However, success in filling these roles often depends on the relationship between elected officials and staff members who work on economic development issues on a daily basis.

As a local elected official, you are often the public face and the cheerleader for your city on economic development. When you are giving a speech, talking to a local business or discussing a new project with constituents, you must be prepared with the facts or run the risk of seeming uninformed and out of touch.

Staying up to date requires open and regular communications with and trust in your city's economic development staff. Your relationship with staff will enable you to gain a better understanding of the economic position of your city, changing local and regional conditions and your city's economic development plans and priorities. You will be better able to articulate economic goals to constituents and the media and make more informed policy decisions based on the most current information. This is especially important in the current economy, as city resources are scarcer and businesses and citizens alike are looking for informed leadership.

Local officials should begin building a strong relationship with economic development staff at the beginning of a political term or new project. Economic development is a complex topic; most newly elected officials may not have an in-depth understanding of the current economic policies or the city's long-term vision and strategy. By forging a relationship early on, local officials can come up to speed more quickly and be able to make better policy decisions in the long run.

It's also important to consider what expertise and knowledge you bring to the relationship that city staff may not have. Most elected officials come to office with a professional background in an area other than local government, such as banking, small business or healthcare. This can make you uniquely qualified to represent the city to important economic interests. With open communication, your city's economic development staff can become more aware of your skills and seek opportunities to use them.

### Taking Action, Asking Questions

- How often do you talk to the key economic development staff in your city?
- Do you get regular updates, or "cheat sheets," about the issues, trends and successes of economic development in your city?
- What are your expectations about economic development? Have you discussed this with the economic development staff?
- What economic development issues or practices could you learn more about?

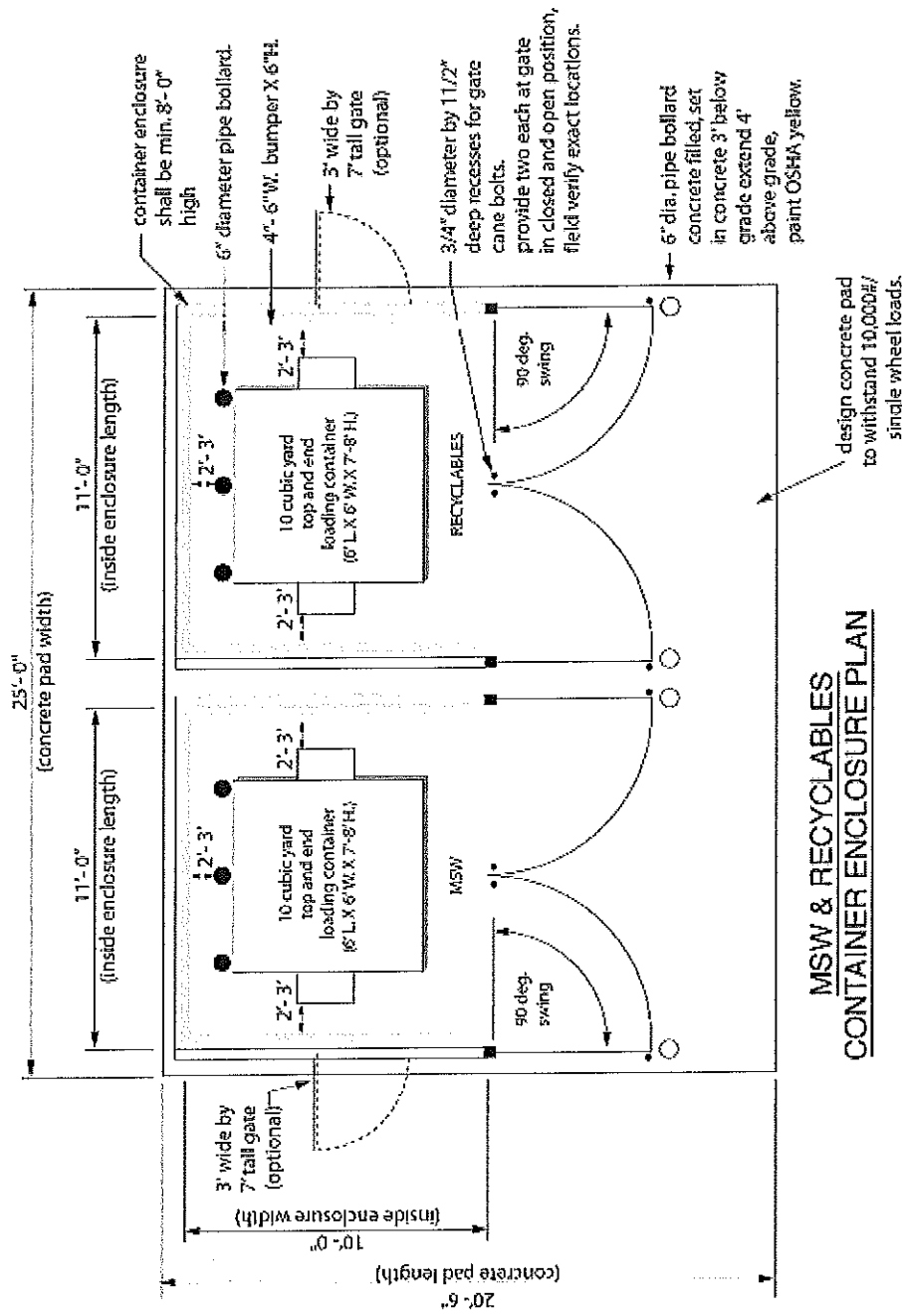
## Conclusion

As an elected official, you make decisions every day that impact the future of your community. It is of critical importance that your decisions and actions support your community's vision and do not work at cross purposes with existing efforts. This is particularly true in today's rapidly changing economic environment.

You can use this guide to initiate conversations — or ask questions — with key players within your community. The first step will most likely be to initiate conversations with your economic development staff about how to best use your skills and political capital to support a strategic economic direction. Even if you are already engaged in economic development, this guide can serve as a reminder of all the leadership roles needed for economic success. It can also help you identify how your economic development role should vary over time to support the changing needs of your community and economic development stakeholders.

Your city may have all the right assets, partners and tools, but may never realize its full potential without a leader to bring all the pieces together. You have the power and the ability to do what's needed to advance the cause of successful economic development for your city.

# Container Enclosure Illustration



## MSW & RECYCLABLES CONTAINER ENCLOSURE PLAN

Additional container clearance may be required to access the power disconnect.

This Container Enclosure Plan is for illustrative purposes only and may not conform to your local zoning or permitting requirements. When designing a waste enclosure for your facility, please check with your local county or municipal authorities for all ordinances and regulations governing such structures.

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**VILLAGE OF DEXTER**

[ddettling@dextermi.gov](mailto:ddettling@dextermi.gov)

8140 Main Street Dexter, MI 48130-1092

Phone (734)426-8303 ext. 11 Fax (734)426-5614

**MEMO**

**To: President Keough and Council Members**  
**From: Donna Dettling, Village Manager**  
**Date: May 7, 2014**  
**Re: Assistant Village Manager &  
Village Manager Report - Meeting of May 12, 2014**

1. Meeting Review:

- April 23<sup>rd</sup> – Architect Interviews
- April 23<sup>rd</sup> – Business Summit
- April 24<sup>th</sup> - Negotiations
- April 25<sup>th</sup> –Architect Interviews
- April 25<sup>th</sup> – Arbor Day Celebration
- April 30<sup>th</sup> – Budget Work session
- May 1<sup>st</sup> – Northern United Brewery re: Site visit and Review of Significant Industrial User Permit
- May 1<sup>st</sup> – Economic Preparedness
- May 1<sup>st</sup> – Ypsilanti Convention and Visitor's Bureau Grant Interview
- May 2<sup>nd</sup> – Negotiations
- May 5<sup>th</sup> – Facility Committee
- May 5<sup>th</sup> - Negotiations
- May 5<sup>th</sup> – Special Council Meeting
- May 6<sup>th</sup> – Farmer's Market briefing from Opening Day
- May 6<sup>th</sup> – Briefing from Planning Commission Meeting
- May 7<sup>th</sup> – Trident Insurance
- May 7<sup>th</sup> - Road Maintenance Plan Follow-up Meeting

2. Upcoming Meetings:

- May 8<sup>th</sup> – Northern United Brewery Site visit with SPARK and MEDC
- May 9<sup>th</sup> – OHM Project Update Meeting
- May 9<sup>th</sup> – Local Government Manager's Association Next Gen Class
- May 13<sup>th</sup> – Red Cross Advisory Committee
- May 13<sup>th</sup> – Dexter, Dexter, Webster Police Services Meeting
- May 13<sup>th</sup> – Budget Work Session
- May 14<sup>th</sup> – Chelsea River Gallery (temporary art display options)
- May 15<sup>th</sup> – Memorial Day Planning Meeting
- May 20<sup>th</sup> – SPARK Annual Meeting
- May 20<sup>th</sup> – Farmer's Market/Community Garden Oversight Committee
- May 28<sup>th</sup> – Architect Consulting Firms re: Second Interview

3. **Budget Work Session.** Reminder the 2<sup>nd</sup> Budget Work Session will be held on Tuesday, May 13<sup>th</sup> starting at 6:00 p.m. We will be meeting in the Copeland Board Room.

4. **Teamsters Contract.** Teamsters Local 214 ratified the tentative agreement on May 6, 2014. A letter from Local 214 is included. Council held a special meeting on May 5, 2014 and approved the tentative agreement. The contract will be finalized over the next few weeks and a copy of the new contract will be provided to Council.
5. **Dexter Wellness Coalition.** The Wellness Center will celebrate its first anniversary on Sunday, June 1<sup>st</sup>. A Wellness Walk is planned for 12:00 pm to 1:00 pm leaving from the Wellness Center. Following the Wellness Walk, there will be an Open House from 1 pm to 4 pm.
6. **Water Restrictions.** Staff will initiate resident notification of our ongoing Water Restriction program immediately. We will continue the odd/even address for outdoor water use restrictions during the summer months.
7. **Summer Employment.** We've contacted the Summer Employees from last year and we hope to bring 2 of the 3 back this year. Shawn Chamberlin and Evan Rohloff will be used in DPW primarily for grass cutting. We budgeted for four summer help positions and plan to advertise for seasonal summer employment. Dan Schlaff will evaluate how best to use the skills of each summer employee.
8. **Summer Intern for Office.** Staff contacted EMU to determine if we can acquire a part-time, paid intern for June, July and August. We are looking at 16 to 20 hours per week, up to \$4,000 total, and we're hoping someone can start before end of May. There is funding in the current fiscal year to cover May/June, and we plan to add \$3,000 to part-time in 101.172 for next year. This assistance will provide support with staff demands over the summer and help with vacation coverage.
9. **Tourism Meeting.** The Village was awarded a \$9070 grant from the Ypsilanti Convention and Visitor's Bureau: \$6500 is for Plein Air, \$720 for the Detroit Institute of Arts display, and \$1,000 for professional copywriting for promotional articles. The request included \$850 for the Farmers Market; however the Bureau did not want to fund that project. They did say we could use the \$850 for one of the other projects.
10. **Resident Thank You.** Attached is a recent email from a resident on Eastridge Drive, thanking staff for a high level of attention and commitment to the needs of the residents. During a recent video of the sewer lead to the dead end of the cul-de-sac on Eastridge, which was prompted by a failure up stream. A sewer lead was found protruding into the Main and staff worked out the details to make the repair quickly and without incident for the residents on Eastridge Drive.
11. **Farmer's Market Opening Day.** The Farmer's Market opened for its 9<sup>th</sup> season on May 2, 2014. There were 15 vendors and a steady stream of customers in spite of the overcast and cool day. On May 6<sup>th</sup> Donna Dettling, met with Brenda and two vendors that are working with us to help the Market flourish. They reviewed opening day, but spent most of the time planning and strategizing events for the season.

12. **Newsletter.** We will be working on putting out a Village newsletter this month. One of the main purposes is to get the information out regarding the upcoming summer road projects as well as the street millage increase.
13. **Liability Insurance.** Staff was contacted by a representative of Trident Insurance who provides coverage to municipalities. Courtney met with them on May 7 and provided information to receive a quote. We have not yet received our renewal information from MMRMA.
14. **Arts, Culture & Heritage Committee.** The Arts, Culture & Heritage Committee met on May 6, 2014. Attached are the draft meeting notes. The liquor license for the Evening with the Artists will be on the agenda either at the next meeting or the first meeting in June.

**TEAMSTERS LOCAL UNION No. 214**

STATE, COUNTY AND MUNICIPAL WORKERS

STATE OF MICHIGAN

*Affiliated with the International Brotherhood of Teamsters*JOSEPH VALENTI  
*President*SHIRYL LANGDON  
*Secretary/Treasurer*WEBSITE  
*TeamstersLocal214.org*PRINCETON OFFICE  
2825 Trumbull Avenue  
Detroit, MI 48216-1290  
313-962-7729  
313-962-7891 FaxMUSKEGON OFFICE  
231-733-1164  
231-733-4785 FaxTRAVERSE CITY OFFICE  
231-941-0303  
231-941-8553 FaxLANSING OFFICE  
734-641-6143  
734-641-4710 Fax

May 6, 2014

***Via Fax and  
First Class Mail***Donna Dettling, Village Manager  
Village of Dexter  
8140 Main Street  
Dexter, MI 48130Re: Ratification Notice  
Village of Dexter

Dear Ms. Dettling:

It is with pleasure that Teamsters Local 214 notifies you that your employees, members of Teamsters Local 214, ratified the tentative agreement.

Please notify me of the results of the Council's vote as soon as possible, so that we may finalize this matter and implement all provisions of the negotiated agreement.

Thank you for your attention in this matter.

Sincerely,

Allen Lewis  
Business Representative

AL/erm

## **Donna Dettling**

---

**From:** Colleen Ernst-Hodys <cernsthodys@gmail.com>  
**Sent:** Tuesday, May 06, 2014 11:33 AM  
**To:** ddetting@DexterMI.gov; cnicholls@DexterMI.gov  
**Cc:** dschlaff@DexterMI.gov; smaurer@dextermi.gov  
**Subject:** Thank you!

Recently there was an issue with the sewer line in front of our home at 3283 Eastridge Drive. I am writing to express our thanks to the Village of Dexter and in particular to Daniel Schlaff, Scott Maurer, and Eric. Their prompt and thorough attention to the matter did not go unnoticed. All parties were very professional and helpful in identifying the issue and repairing the line. We feel fortunate to live in Dexter, where clearly there is a high level of attention and commitment to the needs of its residents.

Sincerely,

Colleen Ernst-Hodys

*DRAFT*

**ARTS, CULTURE & HERITAGE COMMITTEE**  
**TUESDAY, MAY 6, 2014 – 6:30 p.m.**  
**DEXTER SENIOR CENTER**

**THE VILLAGE OF DEXTER**

Members present: Victoria Schon, Mike Vickers, Lynn Babcock, Rich Bellas, Cheryl Willoughby Gini Davis, and Paul Cousins.

Plein Air Review. The Committee reviewed the Plein Air agenda. \$1435.00 in corporate sponsorships has been received. The grant to the Ypsilanti Area Convention and Visitor's Bureau was submitted, which included \$6500 for Plein Air for advertising, graphic design, copywriting and presenter stipends/supplies. Tickets are available for the \$25 Evening with the Artists on Thursday night. Committee members are asked to sell tickets to potential art buyers; approximately four per Committee member. The Girl Scouts have agreed to host a picnic for the participating artists on Saturday from 11:30 to 1:00. The artists will be provided with a bag lunch and entertainment in Mill Creek Park. The Committee is working on lighting for the tent, possibly white umbrellas with white Christmas lights. A walking tour of the DIA paintings will be added to the schedule, Victoria is going to talk to the History of Plein Air presenter to see if she is interested in narrating the tour.

Notes from the April meeting were reviewed and no changes were made.

Temporary Art Display. Victoria, Paul and Courtney will be meeting with Patti Schwarz of the River Gallery on May 14 to discuss possibly partnering with them on the temporary art display.

Public Art Updates. The four proposals received for the LaFontaine sculptured were reviewed at an ACH Sub-Committee meeting. Three of the artists were invited to meeting with Victoria, Paul and Lynn on site at LaFontaine to discuss their submissions, one submission wasn't considered because it wasn't what was requested in the RFP. The three artists will be invited to present their proposals at an Art Selection Committee meeting, which will be scheduled in early June. Matt LaFontaine will also be invited to attend. The Selection Committee will also be asked to review the bike sculpture and possibly the Dexter Lion's sculpture at the June meeting. Wendy has been working on the troll and that should be ready for installation soon. The fish mobile is ready for installation along Mill Creek.

Four proposals have been received so far for the LaFontaine sculpture – the due date was today. Rick DeTroyer provided a model of the bicycle sculpture. These public art models/proposals will be reviewed at the Village Office on April 15, 2014 at 1 pm. Any Committee members available to attend are welcome. The Dexter Lions have proposed an idea for a sculpture in Lion's Park. The sculpture would be built to be accessible to the visually impaired. The Committee was supportive of the idea and is looking forward to seeing sketches from the artist.

Katharine Dexter McCormick project. Dan Cooney is continuing to work on the project. Victoria will be meeting with potential financial supporters of the project over the next few months.

Rich suggested the Committee look into possible grant opportunities at [artplaceamerica.com](http://artplaceamerica.com).

James Davis provided sample historical maps as an example of the type that the Committee has discussed creating.

Gini and Courtney will work with the Ypsilanti Convention and Visitor's Bureau to update the Dexter page of their website.





Village President Report by Shawn Keough  
May 12, 2014

AGENDA 5-12-14  
ITEM E-6

Hello Residents and Fellow Council Members - here is a summary of my recent activities and some of my planned activities for the future:

Recent Meetings and Activities

May 2, 2014 – Union Negotiation Meeting

May 5, 2014 – Facility Committee Meeting – the facility committee will be interviewing 3 more architects at the library as part of our search for a consultant.

May 5, 2014 – Union Negotiation meeting – we reached a tentative agreement for another 3 year agreement with our bargaining employees. Residents should know that we have 10 employees that are all a part of one union. These employees consist of a combination of our Department of Public Works employees, our utility workers and some office clerical staff. With the recent changes in healthcare due to the Affordable Care Act, the negotiations have been somewhat challenging as the Village and the employees learn about the new healthcare packages available.

May 5, 2014 – Special Village Council Meeting – Village Council held a special meeting to discuss the tentative agreement and to vote to approve the tentative agreement that was recommended by the negotiating team.

Future Activities

May 9, 2014 – West River Trail (Border to Border trail from Village to Hudson Mills) 10K Run/Walk – I was invited by the Huron Clinton Metropolitan Authority to attend a planning meeting for a 10K Run/Walk to highlight the newly opened trail to Hudson Mills Metropark. HCMA and County Parks are planning to have an event on the morning of June 7<sup>th</sup>. The event will start at Hudson Mills and end in the Village at our new park. We will be having another meeting in mid-May to continue the planning of this event. The Village will need to help coordinate the ending point of the race and logistics associated with proving restrooms and water in the park.

May 12, 2014 – Village Council meeting

May 13, 2014 – Budget Review Workshop #2 – this is our second budget review workshop to plan the budget for the 2014/2015 fiscal year which begins on July 1, 2014.

May 15, 2014 – Village of Dexter Downtown Development Authority meeting – we will be reviewing and hopefully approving the DDA budget for 2014/2015.

May 28, 2014 – Facility Committee meeting – Round 2 interviews with the top 3 architect firms.

Additional Goals/Activities for May 2014 (completed in italics)

1. Schedule a Website Committee meeting
2. Complete Village Manager Review
3. Complete Appointment/Re-appointment Recommendations
4. Complete letter to Detroit Edison

I look forward to seeing you around our town!

Shawn Keough, Village President  
skeough@DexterMI.gov  
(313) 363-1434 (cell)



<b>SUMMARY OF BILLS AND PAYROLL</b>			<b>12-May-14</b>
Payroll Check Register	04/30/14	\$38,914.21	
Employer Retirement Contributions (paid via electronic transfer)	04/30/14	\$422.41	
Account Payable Check Register	05/12/14	\$118,737.72	
		<b>\$158,074.34</b>	<b>TOTAL BILLS &amp; PAYROLL EXPENDED ALL FUNDS</b>
Summary Items from Bills & Payroll		Amount	Comments
The due date column on the accounts payable worksheets represents the date of the Council meeting			
<b>ALL PAYABLES ARE WITHIN ACCEPTABLE BUDGET LIMITS</b>			
<b>DETAIL VENDOR LIST AND ACCOUNT SUMMARY PROVIDED</b>			
<i>"This is the summary report that will be provided with each packet. Approval of the total bills and payroll expended, all funds will be necessary."</i>			

05/07/2014 03:28 PM

## CHECK PROOF FOR VILLAGE OF DEXTER

Page: 1/1

User: erin BANK CODE: POOL CHECK DATE: 05/07/2014 INVOICE PAY DATE FROM 05/05/2014 TO 05/07/2014  
 DB: Dexter

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05/07/2014	POOL	00000040896	CORRIGAN O	CORRIGAN OIL COMPANY	895.87	2
05/07/2014	POOL	00000040897	DEX MILL	DEXTER MILL	402.53	1
05/07/2014	POOL	00000040898	DONALD RES	DONALD RESTAURI	475.00	1
05/07/2014	POOL	00000040899	DTE EDISON	DTE ENERGY	4,851.39	1
05/07/2014	POOL	00000040900	DTE ENERGY	DTE ENERGY-STREET LIGHTING	5,838.31	1
05/07/2014	POOL	00000040901	DYKEMA	DYKEMA GOSSETT PLLC	1,748.40	1
05/07/2014	POOL	00000040902	ERIC H	ERIC HARTMAN	59.00	1
05/07/2014	POOL	00000040903	ETNA SUPPL	ETNA SUPPLY CO	5,493.03	2
05/07/2014	POOL	00000040904	GOOGLE	GOOGLE INC	104.16	1
05/07/2014	POOL	00000040905	GRISSOM	GRISSOM JANITORIAL	320.00	1
05/07/2014	POOL	00000040906	HOPPS	HOPP ELECTRIC, INC.	1,080.00	1
05/07/2014	POOL	00000040907	JOHNS SAN	JOHN'S SANITATION	680.00	1
05/07/2014	POOL	00000040908	COUNTRY MA	KENCO, INC.	29.25	1
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05/07/2014	POOL	00000040912	MMRMA	MICH MUNICIPLE RISK MANAGEMENT AUTH	5,000.00	1
05/07/2014	POOL	00000040913	MICHIGAN A	MICHIGAN ASSOC OF PLANNING	675.00	1
05/07/2014	POOL	00000040914	MICH PIPE	MICHIGAN PIPE & VALVE	1,214.87	2
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05/07/2014	POOL	00000040923	S MAURER	SCOTT MAURER	96.12	1
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05/07/2014	POOL	00000040925	TECUMSEH T	TECUMSEH TENT RENTAL, INC.	550.00	1
05/07/2014	POOL	00000040926	THE SUN TI	THE SUN TIMES	131.63	2
05/07/2014	POOL	00000040927	THERMCO	THERMCO PRODUCTS, INC	130.70	1
05/07/2014	POOL	00000040928	T RYAN P.C	THOMAS J RYAN P.C	2,295.94	1
05/07/2014	POOL	00000040929	TRACTOR SU	TRACTOR SUPPLY CREDIT PLAN	122.39	1
05/07/2014	POOL	00000040930	UTILITIES	UTILITIES INSTRUMENTATION SERV	2,758.73	3
05/07/2014	POOL	00000040931	W CTY TREA	WASHTENAW COUNTY TREASURER	38,405.25	1

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Num Invoices: 60

Total Amount: 118,737.72

User: erin  
DB: Dexter

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Fund 101 GENERAL FUND							
Dept 101 VILLAGE COUNCIL							
101-101-956.000	COUNCIL DISCRETIONARY EX	PNC	WORK SESSION	05-06-14	05/12/14	175.42	40920
101-101-959.000	ARTS, CULTURE & HERITAGE	TECUMSEH TENT RENTAL,	PLEIN AIR TENT RENTAL	05-06-14	05/12/14	550.00	40925
			Total For Dept 101 VILLAGE COUNCIL			725.42	
Dept 201 FINANCE DEPARTMENT							
101-201-802.000	PROFESSIONAL SERVICES	7TH RULE ACCOUNTING	PAYROLL	2659	04/14/14	256.00	40887
			Total For Dept 201 FINANCE DEPARTMENT			256.00	
Dept 210 ATTORNEY							
101-210-810.000	ATTORNEY FEES	DYKEMA GOSSETT PLLC	SERVICE	1568944	05/12/14	1,272.73	40901
101-210-810.000	ATTORNEY FEES	READING, ETTER, & LILL	LEGAL SERVICE	05-06-14	05/12/14	600.00	40922
101-210-810.000	ATTORNEY FEES	THOMAS J RYAN P.C	VILLAGE CHARTER	05-06-14	05/12/14	2,295.94	40928
			Total For Dept 210 ATTORNEY			4,168.67	
Dept 215 VILLAGE CLERK							
101-215-815.000	ORDINANCE CODIFICATION	MUNICIPAL CODE CORPOR	ORDINANCES	00241475	05/12/14	1,860.00	40915
101-215-901.000	PRINTING & PUBLISHING	THE SUN TIMES	PUBLIC NOTICE	41231	05/12/14	40.50	40926
			Total For Dept 215 VILLAGE CLERK			1,900.50	
Dept 253 TREASURER							
101-253-902.000	TAX BILL PRINTING & SERV	BS&A SOFTWARE	ANNUAL SERVICE SUPPORT	095525	04/14/14	2,271.00	40890
			Total For Dept 253 TREASURER			2,271.00	
Dept 265 BUILDINGS & GROUNDS							
101-265-803.000	CONTRACTED SERVICES	GOOGLE INC	WEBSITE	1158228101	05/12/14	104.16	40904
101-265-920.000	UTILITIES	DTE ENERGY	DTE	05/06/14	05/12/14	126.93	40899
101-265-935.000		CINTAS CORPORATION	APRIL SERVICE	05/05/14	05/12/14	105.94	40893
101-265-935.000	BUILDING MAINTENANCE & R	GRISSOM JANITORIAL	APRIL SERVICE	05/05/14	05/12/14	320.00	40905
			Total For Dept 265 BUILDINGS & GROUNDS			657.03	
Dept 301 LAW ENFORCEMENT							
101-301-807.000		WASHTENAW COUNTY TREA	MAY PSU	24458	05/12/14	38,405.25	40931
			Total For Dept 301 LAW ENFORCEMENT			38,405.25	
Dept 400 PLANNING DEPARTMENT							
101-400-802.000	PROFESSIONAL SERVICES	CARLISLE-WORTMAN ASSO	PLANNING COMM	2131916	05/12/14	227.50	40891
101-400-802.000	PROFESSIONAL SERVICES	CARLISLE-WORTMAN ASSO	GENERAL CONSULT	2131720	05/12/14	32.50	40891
101-400-802.000	PROFESSIONAL SERVICES	CARLISLE-WORTMAN ASSO	OFFICE HOURS	2131722	05/12/14	4,140.00	40891
101-400-802.000	PROFESSIONAL SERVICES	CARLISLE-WORTMAN ASSO	GENERAL CONSULT	2131721	05/12/14	185.00	40891
101-400-802.000	PROFESSIONAL SERVICES	CARLISLE-WORTMAN ASSO	GENERAL CONSULT	2131915	05/12/14	442.50	40891
101-400-802.000	PROFESSIONAL SERVICES	CARLISLE-WORTMAN ASSO	OFFICE HOURS	2131917	05/12/14	1,462.50	40891
101-400-802.000	PROFESSIONAL SERVICES	CARLISLE-WORTMAN ASSO	GENERAL CONSULT	2132157	05/12/14	65.00	40891
101-400-802.000	PROFESSIONAL SERVICES	ORCHARD, HILTZ & MCCL	INVOICES THRU 03/08/14	05-06-14	05/12/14	567.00	40918
101-400-901.000	PRINTING & PUBLISHING	THE SUN TIMES	PLANNING AND ZONING	41165	05/12/14	45.57	40926
101-400-958.000	MEMBERSHIPS & DUES	MICHIGAN ASSOC OF PLA	ANNUAL DUES	901060	05/12/14	675.00	40913
			Total For Dept 400 PLANNING DEPARTMENT			7,842.57	
Dept 410 ZONING BOARD OF APPEALS							
101-410-901.000	PRINTING & PUBLISHING	THE SUN TIMES	PLANNING AND ZONING	41165	05/12/14	45.56	40926
			Total For Dept 410 ZONING BOARD OF APPEALS			45.56	
Dept 441 DEPARTMENT OF PUBLIC WORKS							
101-441-745.000		CINTAS CORPORATION	APRIL SERVICE	05/05/14	05/12/14	368.18	40893
101-441-751.000		CORRIGAN OIL COMPANY	5894223	05/12/14	05/12/14	281.37	40896

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF DEXTER  
EXP CHECK RUN DATES 05/05/2014 - 05/07/2014  
JOURNALIZED OPEN AND PAID  
BANK CODE: POOL

User: erin  
DB Dexter

774

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Fund 101 GENERAL FUND							
Dept 441 DEPARTMENT OF PUBLIC WORKS						649.55	
Dept 442 DOWNTOWN PUBLIC WORKS							
101-442-730.000	FARMERS MARKET SUPPLIES	DEXTER MILL		05-07-14	05/12/14	168.57	40897
			Total For Dept 442 DOWNTOWN PUBLIC WORKS			168.57	
Dept 447 ENGINEERING							
101-447-830.000	ENGINEERING CONSULTING	ORCHARD, HILTZ & MCCL	INVOICES THRU 03/08/14	05-06-14	05/12/14	1,295.00	40918
			Total For Dept 447 ENGINEERING			1,295.00	
Dept 448 MUNICIPAL STREET LIGHTS							
101-448-920.003	UTILITIES - STREET LIGHT	DTE ENERGY-STREET LIG	STREETLIGHTS	05-06-14	05/12/14	5,838.31	40900
			Total For Dept 448 MUNICIPAL STREET LIGHTS			5,838.31	
Dept 751 PARKS & RECREATION							
101-751-944.000	PORTABLE TOILET RENTAL	JOHN'S SANITATION	PARKS	05/07/14	05/12/14	680.00	40907
			Total For Dept 751 PARKS & RECREATION			680.00	
Dept 901 CAPITAL IMPROVEMENTS							
101-901-970.000	CAPITAL IMPROVEMENTS	ORCHARD, HILTZ & MCCL	INVOICES THRU 03/08/14	05-06-14	05/12/14	1,178.00	40918
101-901-975.011	PROPERTY ACQUISITION	ORCHARD, HILTZ & MCCL	INVOICES THRU 03/08/14	05-06-14	05/12/14	244.00	40918
			Total For Dept 901 CAPITAL IMPROVEMENTS			1,422.00	
			Total For Fund 101 GENERAL FUND			66,325.43	
Fund 202 MAJOR STREETS FUND							
Dept 445 STORMWATER							
202-445-740.000	OPERATING SUPPLIES	KLAPPERICH WELDING	MAINTENANCE	1048	05/12/14	369.00	40909
			Total For Dept 445 STORMWATER			369.00	
Dept 451 CONTRACTED ROAD CONSTRUCTION							
202-451-974.009	CENTRAL STREET PROJECT	ORCHARD, HILTZ & MCCL	INVOICES THRU 03/08/14	05-06-14	05/12/14	4,663.75	40918
202-451-975.017	CAPITAL IMP - SAFE ROUTE	ORCHARD, HILTZ & MCCL	INVOICES THRU 03/08/14	05-06-14	05/12/14	5,617.00	40918
			Total For Dept 451 CONTRACTED ROAD CONSTRUCTION			10,280.75	
Dept 463 ROUTINE MAINTENANCE							
202-463-802.000	PROFESSIONAL SERVICES	ORCHARD, HILTZ & MCCL	INVOICES THRU 03/08/14	05-06-14	05/12/14	186.00	40918
			Total For Dept 463 ROUTINE MAINTENANCE			186.00	
Dept 474 TRAFFIC SERVICES							
202-474-802.000	PROFESSIONAL SERVICES	ORCHARD, HILTZ & MCCL	INVOICES THRU 03/08/14	05-06-14	05/12/14	620.00	40918
			Total For Dept 474 TRAFFIC SERVICES			620.00	
			Total For Fund 202 MAJOR STREETS FUND			11,455.75	
Fund 203 LOCAL STREETS FUND							
Dept 463 ROUTINE MAINTENANCE							
203-463-740.000	OPERATING SUPPLIES	DEXTER MILL	SUPPLIES	05-07-14	05/12/14	233.96	40897
203-463-740.000	OPERATING SUPPLIES	RADTKE TRUCKING, LLC	LIME STONE - TOP SOIL	05/07/14	05/12/14	705.00	40921
203-463-802.000	PROFESSIONAL SERVICES	ORCHARD, HILTZ & MCCL	INVOICES THRU 03/08/14	05-06-14	05/12/14	1,162.00	40918
			Total For Dept 463 ROUTINE MAINTENANCE			2,100.96	
Dept 474 TRAFFIC SERVICES							
203-474-802.000	PROFESSIONAL SERVICES	HOPP ELECTRIC, INC.	STREETLIGHT	5793-2	05/12/14	1,080.00	40906

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 203 LOCAL STREETS FUND							
Dept 474 TRAFFIC SERVICES							
			Total For Dept 474 TRAFFIC SERVICES			1,080.00	
			Total For Fund 203 LOCAL STREETS FUND			3,180.96	
Fund 402 EQUIPMENT REPLACEMENT FUND							
Dept 441 DEPARTMENT OF PUBLIC WORKS							
402-441-939.000			PARTS PEDDLER AUTO SU MAINTENANCE	05-07-14	05/12/14	155.84	40919
			Total For Dept 441 DEPARTMENT OF PUBLIC WORKS			155.84	
			Total For Fund 402 EQUIPMENT REPLACEMENT FUND			155.84	
Fund 590 SEWER ENTERPRISE FUND							
Dept 248 ADMINISTRATION							
590-248-811.000	ATTORNEY FEES - MISCELLA	DYKEMA GOSSETT PLLC	SERVICE	1568944	05/12/14	475.67	40901
			Total For Dept 248 ADMINISTRATION			475.67	
Dept 548 SEWER UTILITIES DEPARTMENT							
590-548-740.000	OPERATING SUPPLIES	NORTHERN SAFETY CO IN	WWTP	05-06-14	05/12/14	159.96	40917
590-548-741.000	ROAD REPAIR SUPPLIES	MICHIGAN PIPE & VALVE	WWTP	J93754	05/12/14	690.98	40914
590-548-742.000	CHEMICAL SUPPLIES - PLAN	ALEXANDER CHEMICAL CO	INVOICES 10017642,10017214,1001709	05/05/14	04/14/14	2,010.87	40889
590-548-742.000	CHEMICAL SUPPLIES - PLAN	CHEMCO PRODUCTS INC	WWTP	99482	04/14/14	558.48	40892
590-548-743.000	CHEMICAL SUPPLIES - LAB	NORTH CENTRAL LABORAT	WWTP	328417	05/12/14	82.78	40916
590-548-743.000	CHEMICAL SUPPLIES - LAB	THERMCO PRODUCTS,INC	WWTP	66920	05/12/14	130.70	40927
590-548-745.000	UNIFORM ALLOWANCE	CINTAS CORPORATION	APRIL SERVICE	05/05/14	05/12/14	121.67	40893
590-548-745.000		ERIC HARTMAN	CLOTHING ALLOWANCE	05/05/14	05/12/14	59.00	40902
590-548-751.000	PROFESSIONAL SERVICES	CORRIGAN OIL COMPANY	WWTP	5894224	04/14/14	614.50	40896
590-548-802.000	PROFESSIONAL SERVICES	ORCHARD, HILTZ & MCCL	INVOICES THRU 03/08/14	05-06-14	05/12/14	257.00	40918
590-548-802.000	PROFESSIONAL SERVICES	UTILITIES INSTRUMENTA	WWTP	530342994	05/12/14	762.73	40930
590-548-802.000	PROFESSIONAL SERVICES	UTILITIES INSTRUMENTA	WWTP	530342991	05/12/14	1,388.00	40930
590-548-802.000	PROFESSIONAL SERVICES	UTILITIES INSTRUMENTA	WWTP	530342956	05/12/14	608.00	40930
590-548-920.000	UTILITIES	COMCAST	WWTP	05-07-14	05/12/14	37.88	40894
590-548-920.000	UTILITIES	DTE ENERGY	DTE	05/06/14	05/12/14	4,724.46	40899
590-548-937.000	EQUIPMENT MAINTENANCE &	1ST AYD CORPORATION	WWTP	634789	04/14/14	411.11	40886
590-548-937.000	EQUIPMENT MAINTENANCE &	ABSOLUTE COMPUTER SER	WWTP	5026	04/14/14	70.00	40888
590-548-937.000	EQUIPMENT MAINTENANCE &	COMPLETE ELECTRIC LLC	WWTP	85974	05/12/14	430.63	40895
590-548-937.000	EQUIPMENT MAINTENANCE &	STEMENS ENERGY, INC	WWTP	90090321	05/12/14	9,928.93	40924
590-548-939.000	VEHICLE MAINTENANCE & RE	MARK'S AUTO SERVICE,	WWTP	42626	05/12/14	752.83	40911
590-548-955.000	MISCELLANEOUS	MICH MUNICIPAL RISK M	SEWER DEDUCTIBLE CLAIM 1401728	05-06-14	05/12/14	5,000.00	40912
590-548-960.000	EDUCATION & TRAINING	SCOTT MAURER	TRAINING	05/05/14	05/12/14	96.12	40923
			Total For Dept 548 SEWER UTILITIES DEPARTMENT			28,896.63	
			Total For Fund 590 SEWER ENTERPRISE FUND			29,372.30	
Fund 591 WATER ENTERPRISE FUND							
Dept 556 WATER UTILITIES DEPARTMENT							
591-556-721.000	HEALTH & DENTAL INSURANC	DONALD RESTAURI	PATIENT: ERIC HARTMAN	05/05/14	05/12/14	475.00	40898
591-556-740.000	OPERATING SUPPLIES	LESSORS WELDING SUPPL	WWTP	252157	05/12/14	29.70	40910
591-556-745.000		CINTAS CORPORATION	APRIL SERVICE	05/05/14	05/12/14	296.07	40893
591-556-802.000	PROFESSIONAL SERVICES	ORCHARD, HILTZ & MCCL	INVOICES THRU 03/08/14	05-06-14	05/12/14	189.00	40918
591-556-920.000	UTILITIES	COMCAST	WWTP	05-07-14	05/12/14	37.87	40894
591-556-937.000	EQUIPMENT MAINTENANCE &	KENCO, INC.	WWTP	54828	05/12/14	29.25	40908
591-556-937.000	EQUIPMENT MAINTENANCE &	LESSORS WELDING SUPPL	WWTP	558093	05/12/14	189.00	40910
591-556-937.000	EQUIPMENT MAINTENANCE &	LESSORS WELDING SUPPL	WWTP	558475	05/12/14	365.24	40910

## INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF DEXTER

EXP CHECK RUN DATES 05/05/2014 - 05/07/2014

JOURNALIZED OPEN AND PAID

BANK CODE: POOL

User: erin  
DB Dexter

76

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 591 WATER ENTERPRISE FUND							
Dept 556 WATER UTILITIES DEPARTMENT							
591-556-937.000							
591-556-937.000	EQUIPMENT MAINTENANCE &	PARTS PEDDLER AUTO SU	MAINTENANCE	05-07-14	05/12/14	139.00	40919
591-556-977.000	EQUIPMENT	TRACTOR SUPPLY CREDIT	WWTP	161304	05/12/14	122.39	40929
591-556-977.000	EQUIPMENT	ETNA SUPPLY CO	WWTP	S101013969.001	05/12/14	4,207.54	40903
591-556-977.000	EQUIPMENT	ETNA SUPPLY CO	WWTP	S101054546.001	05/12/14	1,285.49	40903
591-556-977.000	EQUIPMENT	MICHIGAN PIPE & VALVE	WWTP	J93753	05/12/14	523.89	40914
			Total For Dept 556 WATER UTILITIES DEPARTMENT			7,889.44	
			Total For Fund 591 WATER ENTERPRISE FUND			7,889.44	
Fund 701 TRUST & AGENCY FUND							
Dept 000 ASSETS, LIABILITIES & REVENUE							
701-000-254.000-DEXTE SPR - DEXTech EXPANSION		ORCHARD, HILTZ & MCCL	INVOICES THRU 03/08/14	05-06-14	05/12/14	358.00	40918
			Total For Dept 000 ASSETS, LIABILITIES & REVENUE			358.00	
			Total For Fund 701 TRUST & AGENCY FUND			358.00	



GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund Totals:						
			Fund 101 GENERAL FUND			66,325.43
			Fund 202 MAJOR STREETS FUND			11,455.75
			Fund 203 LOCAL STREETS FUND			3,180.96
			Fund 402 EQUIPMENT REPLACEMENT FUND			155.84
			Fund 590 SEWER ENTERPRISE FUND			29,372.30
			Fund 591 WATER ENTERPRISE FUND			7,889.44
			Fund 701 TRUST & AGENCY FUND			358.00
Total For All Funds:						118,737.72



Application and Release of Liability for Special Events, Park Use, Facility Use  
and/or Road Closures - Page 4

Applicant Information

Event Name: ICE CREAM SOCIAL Date(s): SATURDAY, JUNE 7, 2014

Event Description: CRAFT SHOW, GAMES, RIDES, ENTERTAINMENT, FOOD SALES

Location: MONUMENT PARK



Park Use



Facility Use



Road Closure



Fire/Open Burn

Organization Name (if applicable): DEXTER SENIOR CENTER

Applicant Name: JIM CARSON

Phone: 734-502-4257

Applicant Email: jcarson@aiseru.net

Applicant/Organization Address: 7720 ANN ARBOR ST., DEXTER, MI 48130

Additional Contact: KATIE STIRLING 734-355-0453

Type of Activity (check all that apply)



Road closure.

Notification date: CENTRAL STREET (FIFTH TO MAIN) (7:00AM - 6:00PM)



Parade.



Exhibitions, erection of any temporary building or structure, and/or selling or giving away food, drink or merchandise.



Hold an assembly involving thirty (30) or more participants.



Hold an assembly involving less than thirty (30) participants.



Private event such as a wedding or birthday party.



Furnish or sell alcoholic beverages.



Fire or open burn.



Village services such as barriers, barricades, detour signs, or other use of Village equipment or personal are requested. Please provide details below.

Additional information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Application and Release of Liability for Special Events, Park Use, Facility Use  
and/or Road Closures – Page 5**

**Hold Harmless Agreement:** To the fullest extent permitted by law, DEXTER SENIOR CENTER agrees to defend, pay in behalf of, indemnify, and hold harmless the Village of Dexter, its elected and appointed officials, employees, volunteers, and others working on behalf of the Village of Dexter, against all claims, demands, suits, or loss, including all costs connected therewith, and for any damages, which may be asserted, claimed, or recovered against or from the Village of Dexter, its elected and appointed officials, employees, volunteers, and others working on behalf of the Village of Dexter, by reason of personal injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this agreement.

Applicant's Signature PRESIDENT Date 3-31-14 Co-Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Review: Fee: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ Receipt # \_\_\_\_\_

**Required Pre-Approvals:**

☐ Village Council Date: \_\_\_\_\_  
☒ Washtenaw County Sheriff Date: 5/1/14  
☒ Dexter Area Fire Dept. Date: 5/6/14

Signature: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**Attachment Check List:**

Yes	No	N/A	Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Damage Deposit. <u>OK NO 2428 4-29-14</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Homeowners Insurance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Liability Insurance.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Michigan Liquor Control Permit.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Road Closure Diagram or Map.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Washtenaw County Sheriff Department Contract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dexter Area Fire Department Contract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sign permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Controlled Burn Permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

☐ Approved ☐ Denied Date: \_\_\_\_\_

APPROVED OR DENIED BY: \_\_\_\_\_

CONDITIONS OF APPROVAL: \_\_\_\_\_

REASONS FOR DENIAL: \_\_\_\_\_

APPROVAL STAMP:

## VILLAGE OF DEXTER

ddettling@dextermi.gov

8140 Main Street Dexter, MI 48130-1092

Phone (734)426-8303

Fax (734)426-5614

### MEMO

**To: President Keough and Council**  
**From: Donna Dettling, Village Manager and Dan Schlaff, Superintendent**  
**Date: May 12, 2014**  
**Re: Consideration of Well Search Proposal**

A copy of the proposal from Dan Whalen of Williams & Works is attached for your review. Staff is recommending that Council authorize the Preliminary Groundwater Resource Evaluation for a cost not to exceed \$4,200.00, which will be paid from the Water Fund- 591.556.802.000.

Included in this memo is a brief summary from the May 16, 2013 Ground Water Management Report, which is attached. This report was a discussion item at the May 28, 2013 Council meeting. Item six under recommendations, which is summarized here, anticipated that a well search proposal would be considered in the future.

#### Explore New Well Sites

- This item will require a formal proposal from Dan Whalen of William's and Works to pick up where he left off with the development of our 2<sup>nd</sup> Well Site (5<sup>th</sup> Well) on Parker Road. Further review and evaluation of the cost/benefit of developing Well #6 on Parker Road and exploration of new sites are included in the proposal before Council for consideration.

Also included is a summary of recommendations and follow-up from the Ground Water Management Report mentioned above. Staff has either implemented or continues to develop plans for implementation of the recommendations made in this report.

#### 1. Annual Well and Well Pump Testing

- Dan Schlaff placed the annual well and well pump testing on the Water System Asset Management schedule. This recommendation was intended to support continued effort and reaffirm the value of annual well and well pump testing effort.

#### 2. Aquifer Water level Monitoring

- Dan Schlaff continues to work on the details of this effort, which includes securing cost estimates to purchase the transducers and bids for installation. This will be a budget item on a future budget after the costs are approved by Council.

#### 3. Ryan Street Flow meter Adjustment

- Dan Schlaff is evaluating the 2-inch orifice plate that Dan Whalen recommended be inserted downstream side of each meter before we bring forward a recommendation and cost estimate to correct the flow meter.

#### 4. Balanced Operation of Each Well

- Dan Schlaff developed a balanced pumpage and recovery scheme based on this recommendation.

## 5. Management of Residential Irrigation

- Notification and education efforts will continue on the odd/even mandatory water restriction as well as the prohibition of irrigation/outdoor water use from 6a to 10a. Staff found the mandatory water restrictions to be helpful in managing peak water flows.
- Homeowner Associations or Businesses with large irrigation systems, like the Schools are notified and effort is being made to work with them to establish acceptable outdoor watering schedules.
- An educational "Door Hanger" is used to keep the message in front of water users in the village.



May 1, 2014

Ms. Donna Dettling, Village Manager  
Village of Dexter  
8140 Main Street  
Dexter, MI 48130-1092

**Reference: Proposal - Village of Dexter Preliminary Groundwater Resource Evaluation**

Dear Ms. Dettling:

Thank you for the continued opportunity to assist you and the Village with the ongoing groundwater resource work toward the expansion of the Village water supply. This proposal is to provide you with our scope of work and fees associated with expanded mapping and targeting groundwater resources in the area of the Village. The results of this work will eventually lead to the exploration and development of an additional Type I production well, which will favorably augment the Village water supply system. In addition, this proposal will address the feasibility of the development of an additional production well at the site of Well No. 5.

Our approach to this assignment will be as follows;

- **Feasibility of an Additional Well at the Site of Well No. 5.** In our original groundwater resource evaluation report for the aquifer at Well No. 5, we indicated that a second production well could be developed in that area providing a total withdrawal of about 500 gpm. Since that time, a considerable amount of water level and pumping performance data has been collected from Well No. 5. Our work will include examination of the collected information and an analysis of the feasibility of adding a second production well to this wellsite.
- **Additional Regional Mapping.** Our files already contain all of the available well log records in the regional area around the Village. Previously, we had prepared maps and geologic cross-sections which illustrated the subsurface conditions within several miles around the Village, but mainly focused on the areas south of the Huron River, and west of the existing wellfield. This new work will update the

Ms. Donna Dettling, Village Manager  
May 1, 2014  
Page 2


existing mapping, and will include examination of areas that warrant closer inspection beyond the limits of our original mapping. A few of these potential areas are as follows; a) Along Parker Road north of Shield to Dexter Chelsea Road, b) Northwest of the Village along Huron river Drive, c) Within and around the area of Huron Metro Park, d) Along Dexter Pinckney Road (particularly near the golf course), and e) along the undeveloped area of the Dexter Crossings 80 acre parcel. The maps will enable us to target specific areas that could indicate "potential" aquifers in the area, and will be used to choose new exploratory drilling locations.

The budget for this task will be \$4,200.00 and will include two project meetings; the first meeting to discuss the scope of the mapping, and the second meeting to discuss the results of the feasibility analysis, mapping and prioritization of our next tasks. At this point in the project, we will have an expanded understanding of the regional geology (including the knowledge of where no information is available), as well as some of the logistics associated with each selected site (such as access and distance to sites, and rough costs to connect to the sites).

If you have any questions or comments, please do not hesitate to contact me.

Respectfully Submitted,

Williams & Works, Inc.



Daniel Whalen, P.E.  
Principal

Cc Dan Schlaff



May 16, 2013

Ms. Donna Dettling, Village Manager  
Village of Dexter  
8140 Main Street  
Dexter, MI 48130-1092

RE: Village of Dexter Groundwater Management

Dear Ms. Dettling:

As you are aware, water use demands on the Village water system have steadily increased since the Ryan Street Wellfield was put into service in 1998. Since that time, the Ryan Street wellfield and the newest well, Well No. 5 have been pushed beyond their ability during certain times of the year to meet today's water demand. In particular, these peak day demands occur regularly during the summer months due in part to domestic irrigation use. This letter, therefore, is intended to summarize and reiterate the current capability of the Village well system and offer recommendations regarding the appropriate management of the Village groundwater resources.

## Background

The Ryan Street Wellfield was put into service in 1998 due to groundwater contamination at the original Village wellsite located near the wastewater treatment plant (originally called Well Nos. 1 and 2). At that time, the Ryan Street Wellfield consisted of three wells, Well Nos. 1, 2, and 3. The groundwater resource evaluation report that was prepared at that time<sup>1</sup> described the performance and behavior of the three well system assuming that only two wells would be operated at any time<sup>2</sup>. The average day demand on the water system in 1998 was about 0.29 million gallons per day (MGD), with a maximum day demand of about 0.46 MGD<sup>3</sup>. By 2004, the demands on the water system increased beyond the capability of the three well system. At that time all three wells were being used simultaneously at certain times of the year to meet water use. The wellfield was then expanded to a four well system (Well No. 4), with the intent to preserve the MDEQ requirements of maintaining a redundant (or backup) well. The report that was prepared for this effort<sup>4</sup> relied on extensive individual well testing and

<sup>1</sup> Williams & Works, 1997, Groundwater Resource Evaluation - Village of Dexter

<sup>2</sup> The MDEQ requires all Type I water systems to have at least one redundant, or backup well in the event that one production well or pump is out of service. The firm capacity of the system is based on the sum of the well capacities with the largest well out of service.

<sup>3</sup> Orchard, Hiltz & McCliment, Inc., 1996, Village of Dexter Preliminary Engineering Report

<sup>4</sup> Williams & Works, Letter Report, October 5, 2004, New Production Well No. 4 - Village of Dexter

long term aquifer monitoring to establish the average "static water level" in the aquifer and the expected drawdown behavior in the aquifer. The analyses assumed only three wells would be operated simultaneously with the lead well rotated in service to keep all four wells exercised. Once the fourth well was installed and equipped, the groundwater system at the Ryan Street Wellfield was fully developed and not able to support additional development.

By 2007, the demands on the water system had increased beyond the capability of the Ryan Street wellfield as all four wells were periodically being used simultaneously during certain periods of the year. Since the Ryan Street Wellfield was now fully developed and not capable of supporting additional wells, a new wellsite (Well No. 5) was developed to augment the water supply for the Village water system and was located immediately south of the Dexter High School (see Figure 1)<sup>5</sup>.

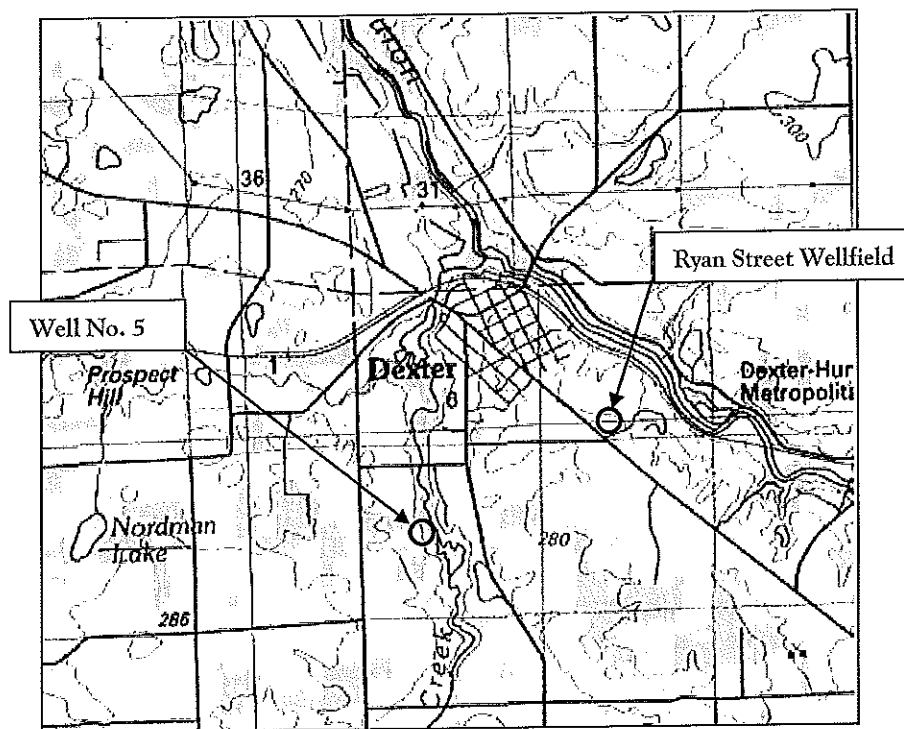


Figure 1. Location Map of the Village of Dexter wellsites and Surrounding Areas

Now, with still increasing demands on the water system, all of the Village production wells are again being used simultaneously during certain periods of the year. As before, these peak demands occur regularly during the summer months. In addition, the

<sup>5</sup> Williams & Works, Letter Report, April 14, 2008, Groundwater Resource Evaluation for the Village of Dexter Test Production Well No. TPW-5

increased pumpage on Well No. 5 has caused aquifer water levels to fall to the point where the pump can break suction after extended pumping times. As of December 2012, pumpage from Well No. 5 has been dramatically limited in an effort to allow aquifer water levels to return to their former original state. Periodic monitoring of aquifer water levels at Well No. 5 indicates that the aquifer is slowly recovering. However, given the extended length of time that this well has been pumping, it is likely that the additional recovery period necessary to return the aquifer water levels to their original state will be several months or more from now.

## Groundwater Management

With all groundwater systems, when a well is pumped for a period of time there is a decline in water level (called drawdown) in the aquifer and in the well. This water level decline gradually continues as long as the well is pumped. Once the pump is shut off, the water level in the aquifer slowly returns to its "normal" pre-pumped water level (this is called recovery). The "normal" pre-pumped water level in an aquifer is also called the static water level. In general, the amount of time it takes for the aquifer to return to its normal pre-pumped water level is equal to the time that the aquifer was pumped. Therefore, if an aquifer has a static water level of 80 feet (the water level inside the well measured from the top of the well casing), and the well is pumped for a period of four hours and causes the aquifer water levels to lower an additional 40 feet, once the well pump is shut off it will take about four hours for the water level in the aquifer to return to the static water level. This is the characteristic of both the Ryan Street Wellfield and the Well No. 5 wellsite. Given this basic behavior of the groundwater systems in the Village, the total run time for any well pump over a 24 hour period should never exceed 12 hours. Under this basic operational mode, each well would be pumped for a period of 12 hours and allowed to recover for a period of 12 hours and thus, pumpage and recovery will be somewhat balanced. Indeed, this is a simplistic and overly generalized management scheme since there is no factor of safety to account for unpredictable variables. Among these variables include precipitation and aquifer recharge (replenishment), which by all practical purposes are impossible to predict or quantify. To further this, the geometry and behavior of aquifers are rarely known beyond the extent of normal required testing which could otherwise eliminate or reduce the factor of safety. Therefore, to account for these uncertainties it would be better to pump over a shorter duration and allow for greater recovery times. The initial management scheme of this letter, however, assumes a basic balance of pumpage and recovery and we recommend this method as a place to start. The actual sustainable pumping schedule of either wellsite will ultimately be determined by keeping track of the long term fluctuations in the aquifer and making adjustments accordingly. This is particularly true for Well No. 5.

The general characteristics of the Village production wells are summarized as follows;

Well No.	Steel Casing Diameter (in)	Well Depth (ft)	Screen Length (ft)	Pumping Capacity (gpm)	referenced from top of casing		
					Depth to top of Screen (ft)	Average Static Water Level	Available Drawdown (ft)
Well 1	8	222	20	326	202	88	109
Well 2	8	215	20	340	195	79	111
Well 3	8	210	20	325	190	79	106
Well 4	8	200	20	210	180	70	105
Well 5	12	70	10	340	60	21	34

The water system firm capacity is the sum of all the pumping capacities of each well with the largest capacity well out of service. In this case, there are two wells that have the "largest" capacity, Well Nos. 2 and 5. In this case, there are two ways to consider the firm capacity of the Village water system. If we evaluate the entire well system, then the firm capacity of Village water system with Well No. 2 out of service is 1200 gpm. If Well No. 5 is out of service, then the resultant firm capacity falls back to the Ryan Street Wellfield and becomes 991 gpm since only three wells can be operated at the Ryan Street Wellfield at any time. Note that the value of firm capacity is somewhat misleading since it implies that the well system can produce this capacity for a 24 hour period, when in fact, it is poor groundwater management to do so and potentially damaging. The groundwater systems utilized by the Village when operated in a balanced manner has a maximum daily capacity of about 0.864 MGD (assuming that all wells are operated for a 12-hour period)<sup>6</sup>. In the instance of when Well No. 5 is out of service, the maximum daily capacity falls to about 0.714 MGD<sup>7</sup>.

Based on this discussion, if each well is operated no longer than 12-hours within a 24-hour period and allowed to rest for 12-hours, then the maximum capacity of the water well system is about 0.864 MGD.

The plot of daily water use during 2012 is shown below to illustrate the critical period during which demands exceed the capabilities of the well system. The red line across the plot indicates the maximum well system capacity of 0.864 MGD. The plot reveals that during most of the year, the average and maximum day demands are less than the maximum capacity of the well system. However, the maximum well capacity is regularly exceeded during months of June through the end of August (certainly, this plot may be somewhat severe since the summer of 2012 was considered a severe drought period in

<sup>6</sup> Assuming Well Nos. 1, 3, 4 and 5 are each operating for a 12-hour period (½ day) and allowed to rest for a 12-hour period, then the combined daily capacity is  $C = \frac{(1440 \text{ min/day} \cdot 1200 \text{ gal/min})}{2} \cong 864,000 \frac{\text{gal}}{\text{day}}$

<sup>7</sup> Assuming Well Nos. 1, 2, and 3 are each operating for a 12-hour period (½ day) and allowed to rest for a 12-hour period, then the combined daily capacity is  $C = \frac{(1440 \text{ min/day} \cdot 991 \text{ gal/min})}{2} \cong 714,000 \frac{\text{gal}}{\text{day}}$

Michigan). The average daily demand between May 30 and August 29 was about 0.931 MGD which exceeds the maximum well capacity by about 7 percent.

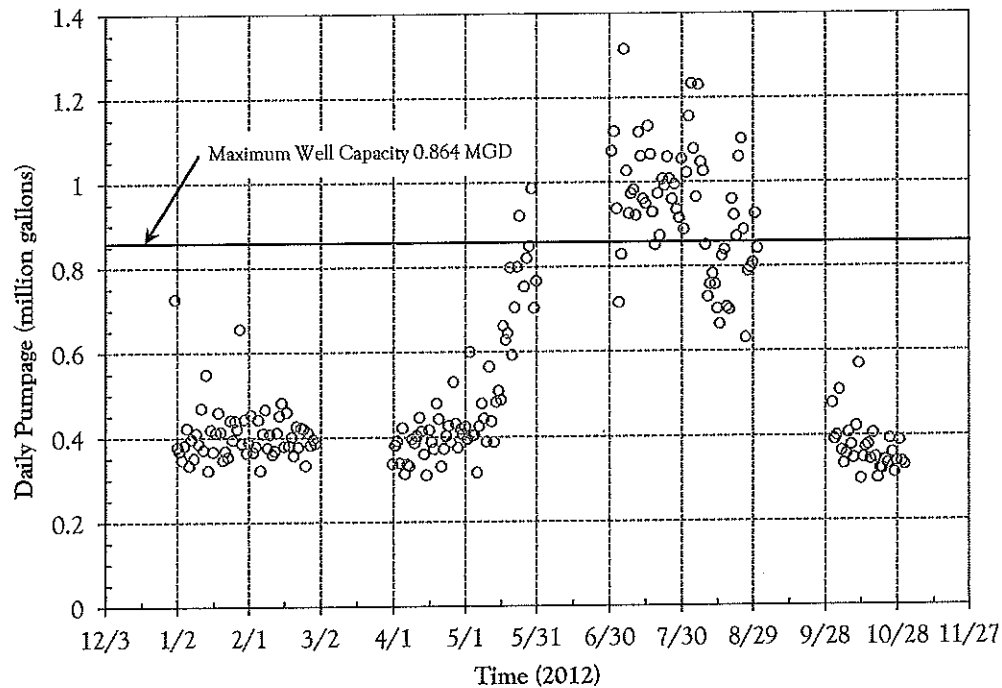


Figure 2. Water System Daily Demands for 2012

The average total monthly pumpage, and the average and maximum day demands for each month during 2012 are shown in the following table.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Total (MG)	12.888	11.603	12.5	11.725	18.827	27.7	30.543	27.657	19.76	11.51	7.57	10.03
Avg (MGD)	0.41574	0.41439	0.4	0.39083	0.60732	0.9	0.98526	0.89216	0.66	0.37129	0.252	0.322
Max (MGD)	0.727	0.481	0.59	0.529	1.058	1.25	1.315	1.233	0.92	0.569	0.375	0.487

## Recommendations

Based on this discussion, there are several recommendations regarding the operation, maintenance and monitoring of the well system.

1. **Annual Well and Well Pump Testing.** As part of a normal operating procedure of both wellsites, we recommend continuing the Village well maintenance program which monitors the individual pump and well performance at each well. The program should include an annual stepped rate pumping test on each well along with simultaneous electrical measurements of the pump motors. This way, we can

compare the current performance of each well and pump with its baseline performance when the wells and pumps were new.

2. **Aquifer Water Level Monitoring.** Given that there is no practical method to regularly monitor the water levels in the Ryan Street wells, and considering that this system is relied upon as the main water producing source for the Village, it is crucial that pumping water levels are regularly monitored at this wellfield. Without this information there is no way to know if pumping water levels are "critical" (assuming that this level is at or near 10 feet above the tops of the screens), nor is it possible to know the long term fluctuations in average aquifer water levels. This data will be used to adjust (upward or downward) individual well pumpages in order to manage both groundwater resources. To accomplish this, water level transducers should be installed in each well. The transducers will be connected to the existing SCADA system, and the system will collect water level and date/time data at regular intervals. Over time, this data will establish average aquifer water levels and allow us to monitor and adjust the pumpage accordingly.
3. **Ryan Street Flowmeter Adjustment.** Since the Ryan Street wellfield lies at a higher elevation than the water treatment plant, the watermain pressure in the wellhouse is very low. Under this condition, the flowmeters will not fully flood and thus, will not read or record individual flows from the wells properly. Therefore, there is no accurate data regarding the individual pumpage from any of the Ryan Street wells. The management of the Ryan Street aquifer is not possible without knowledge of individual well pumpages combined with knowledge of aquifer water levels. To correct this, a simple 2-inch orifice plate can be inserted between the pipe flanges on the downstream side of each meter to create a slight pressure increase inside each meter.
4. **Balanced Operation of Each Well.** As discussed, initially the run times of each well should be limited to 12 hours with a 12 hour rest time. These can be applied to each well since they operate under various combinations, as long as no single well is allowed to run longer than 12 hours. This should be considered a starting point. As aquifer water levels are monitored along with their pumping capacities, the run times could be adjusted either up or down depending on the behavior of the aquifer. The long term goal of this scheme is a sustainable balance between pumpage and recovery so that the long term average aquifer water levels remain at a steady state and do not progressively fall. The Ryan Street Wellfield should be operated such that only three wells are operating at any time.
5. **Management of Residential Irrigation.** It is assumed that the peak demands during the summer months are due to residential irrigation. We have already discussed limiting irrigation to odd/even days within certain areas of the Village. In addition, this odd/even day irrigation could be combined with a requirement to irrigate after

May 16, 2013

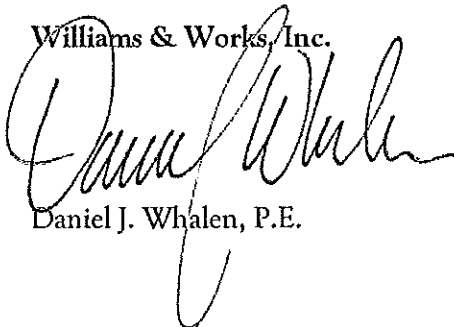
peak hours (presumably during the evening hours) and thus, shift the demand load away from the daytime hours.

6. **Explore New Well Sites (based in part, on previous site rankings).** Generally, when the maximum day demand of a Type I water system regularly meets or exceeds 80 percent of the system "firm capacity", the MDEQ will request that the community begin the process of finding additional water sources. In this case, the Village falls under this condition, therefore, we recommend starting the process of exploring for new groundwater resources. Our previous work with the Village has already included a preliminary groundwater resource evaluation of the area immediately surrounding the Village in all directions. However, at that time we restricted our search to the confines of the Village limits and to accessible properties. Unless there are new properties that are accessible within the Village limits, we recommend exploring in areas further outside the Village limits, and expanding our original preliminary groundwater resource evaluation to include a greater area. The process would follow similarly to our method for the well No. 5 site; 1) map the available groundwater data over a wide area, 2) choose several (if possible) sites for further exploration and rank them, and 3) explore each selected site further by drilling a single test well and pumping/sampling the groundwater. At each point in the process we will be in a good position to determine if we should continue to develop the site, or abandon the site. In the event that we abandon a site, we would move to a new site and repeat the process. In the event that we encounter favorable conditions at any site, and we determine that there is sufficient evidence to pursue the exploratory process further, then further work will be pursued to eventually develop (if warranted) a new test production well.

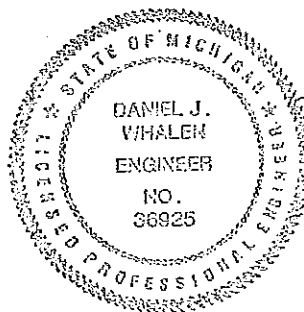
If you have any questions regarding the above discussion or other related matters, please call me.

Sincerely,

Williams & Works, Inc.



Daniel J. Whalen, P.E.









AGENDA 5-12-14  
ITEM L-2  
VILLAGE OF DEXTER - COMMUNITY DEVELOPMENT OFFICE

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

## Memorandum

**To:** Village Council  
Donna Dettling, Village Manager  
**From:** Michelle Aniol, Community Development Manager  
**Re:** FY 2014-19 Capital Improvements Plan (CIP)  
**Date:** May 6, 2014

### PLANNING COMMISSION ACTION

The Planning Commission held a public hearing on Monday, May 5, 2014 to hear public comment on the 2014-2019 Capital Improvements Plan (CIP).

Assessment of the CIP was conducted by Staff, individual departments, and various Boards and Commissions, including Downtown Development Authority (DDA), and the Parks and Recreation Commission between January and March (2014). The Planning Commission reviewed a draft of updates, edits and recommendations for CIP projects at a work session on April 7, 2014.

Discussion centered on the following topics:

1. CIP process
2. Safe Routes to Schools project
3. New projects
4. Completed projects
5. Worksheet formatting
6. Executive summary
7. Project and funding summary

The CIP is a program that projects and coordinates public expenditures for improvements to the transportation and utility systems, municipal facilities, and other improvements over a six-year period. Preparation of the capital improvements plan is done under the authority of the Municipal Planning Commission Act (PA 33 of 2008), as amended. It is the goal of the Planning Commission that the CIP be used as a tool to implement the Village Master Plan and assist in the Village's financial planning.

### EXCERPT FROM EXECUTIVE SUMMARY

A total of 105 projects, including Cooperative and DDA, were carried over or initiated for this year's CIP with a six-year funding need of \$21,153,000 (including \$7,996,500 for DDA, Federal Funding, Grants, Others and Cooperative). Several major projects are not included in total project costs due to unknown costs, completion year and funding source. The total six-year funding need decreased 10% from the previous year's CIP, which anticipated \$23,513,000 in funding need during fiscal years 2013-2018. The 10% decrease is likely due to refined construction costs for sidewalk and road projects, and a reduced number of newly identified projects.

Attached you will find the Planning Commission recommended 2014-2019 CIP, including:

- Executive Summary (attached to this report)
- Project Worksheets (included separately in your packet)
- Project and Fund Summary (included separately in your packet)

### ACTION REQUESTED

The Planning Commission passed the attached resolution and Council is asked to adopt a similar resolution accepting the document for Village Council use as a guide to developing the FY 14-15 budget.

Please feel free to contact me if you have any questions/comments. Thank you.

**VILLAGE OF DEXTER  
WASHTENAW COUNTY, MICHIGAN**

**RESOLUTION OF ADOPTION  
2014 - 2019 CAPITAL IMPROVEMENTS PROGRAM UPDATE**

WHEREAS, the Village of Dexter Planning Commission adopted the Master Plan on June 4, 2012, the said Master Plan recommends the adoption of an annually updated Capital Improvements Program to evaluate, prioritize, and structure the financing of public improvement projects; and

WHEREAS, Preparation of the capital improvements plan is done under the authority of the Municipal Planning Commission Act (PA 33 of 2008), as amended. It is the Village Planning Commission's goal that the CIP be used as a tool to implement the Village's Master Plan and assist is the Village's financial planning; and

WHEREAS, The State of Michigan provides for the development and use of a capital improvements plan in the Municipal Planning Act (Section 65, Act 33 of the Public Acts of 2008), as amended.

"To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a non-elected administrative official, subject to final approval by the legislative body. The capital improvements program shall show those public structures and improvements, in the general order of their priority that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements."

WHEREAS, the Village of Dexter Planning Commission has systematically reviewed the 2014 – 2019 Capital Improvements Program, as well as the proposed improvements related to the Master Plan and its Addendums, the improvements proposed by the Village Department Heads, the Parks and Recreation Commission, the Downtown Development Authority; and

WHEREAS, the 2014 – 2019 Capital Improvements Program has been prepared to address said review of projects, and presents a public improvements program that focuses on the current and future needs of the residents of Dexter; and

WHEREAS, a duly noticed public hearing was held by the Planning Commission on May 5, 2014; and

WHEREAS, the Planning Commission has recommended approval of the 2014-2019 Capital Improvements Plan;

BE IT THEREFORE RESOLVED, the Village of Dexter Village Council accepts the Planning Commission recommended 2014 – 2019 Capital Improvements Program as a guide in funding priority capital projects within the plan and to develop the FY 2014-2015 Budget.

MOVED BY:

SUPPORTED BY:

YEAS:

NAYS:

RESOLUTION DECLARED ADOPTED THIS 12<sup>th</sup> DAY OF MAY 2014.

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Shawn W. Keough, Village President

CERTIFIED BY:

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Carol J. Jones, Village Clerk

**VILLAGE OF DEXTER  
WASHTENAW COUNTY, MICHIGAN**

**RESOLUTION OF ADOPTION  
2014 - 2019 CAPITAL IMPROVEMENTS PROGRAM UPDATE**

WHEREAS, the Village of Dexter Planning Commission adopted the Master Plan on June 4, 2012, the said Master Plan recommends the adoption of an annually updated Capital Improvements Program to evaluate, prioritize, and structure the financing of public improvement projects; and

WHEREAS, Preparation of the capital improvements plan is done under the authority of the Municipal Planning Commission Act (PA 33 of 2008), as amended. It is the Village Planning Commission's goal that the CIP be used as a tool to implement the Village's Master Plan and assist is the Village's financial planning; and

WHEREAS, The State of Michigan provides for the development and use of a capital improvements plan in the Municipal Planning Act (Section 65, Act 33 of the Public Acts of 2008), as amended.

"To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a non-elected administrative official, subject to final approval by the legislative body. The capital improvements program shall show those public structures and improvements, in the general order of their priority that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements."

WHEREAS, the Village of Dexter Planning Commission has systematically reviewed the 2014 – 2019 Capital Improvements Program, as well as the proposed improvements related to the Master Plan and its Addendums, the improvements proposed by the Village Department Heads, the Parks and Recreation Commission, the Downtown Development Authority; and

WHEREAS, the 2014 – 2019 Capital Improvements Program has been prepared to address said review of projects, and presents a public improvements program that focuses on the current and future needs of the residents of Dexter; and

WHEREAS, a duly noticed public hearing was held by the Planning Commission on May 5, 2014;

BE IT THEREFORE RESOLVED, that the Village of Dexter Planning Commission hereby adopts the 2014 – 2019 Capital Improvements Program; and

BE IT FURTHER RESOLVED that the Village of Dexter Planning Commission recommends that the Village Council use the 2014 – 2019 Capital Improvements Program as a guide to developing the FY 2014 – 2015 Budget.

MOVED BY: Derk Wilcox

SUPPORTED BY: Marni Schmid

YEAS: Semifero, Stewart, Phillips, Robinson, Smith, Schmid, Wilcox

NAYS: None

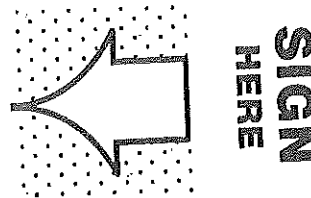
ABSENT: Kowalski, Kimmel

RESOLUTION DECLARED ADOPTED THIS 5<sup>th</sup> DAY OF MAY 2014.

\_\_\_\_\_  
Molly Robinson, Village Planning Commission Vice Chair

CERTIFIED BY:

\_\_\_\_\_  
Carol J. Jones, Village Clerk



## **Village of Dexter, Michigan FY2014-19 Capital Improvements Plan**

Work sessions held on	April 7, 2014 (PC) April 17, 2014 (DDA)
Presented to the Planning Commission and Public Hearing held on	May 5, 2014
Adopted by the Planning Commission on	May 5, 2014 (anticipated)
Accepted by the Village Council on	May 12, 2014 (anticipated)

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## EXECUTIVE SUMMARY

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### OVERVIEW

This capital improvements plan (CIP) outlines a schedule of public service expenditures over the ensuing five-year period (fiscal years 2014-2019) and beyond. The CIP does not address all of the capital expenditures for the Village, but provides for large, physical improvements that are permanent in nature, including the basic facilities, services, and installations needed for the functioning of the community. These include transportation systems, utilities, municipal facilities and other miscellaneous projects.

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To qualify for inclusion into the CIP, a project must meet the following standards:

- Be consistent with 1) an adopted or anticipated component of the Village's master plan, 2) a state or federal requirement, or 3) a Village Council approved policy; and
- Constitute permanent, physical or system improvements, or significant equipment purchases, with a minimum project cost of \$10,000 (in most cases); and
- Add to the value or capacity of the infrastructure of the Village.

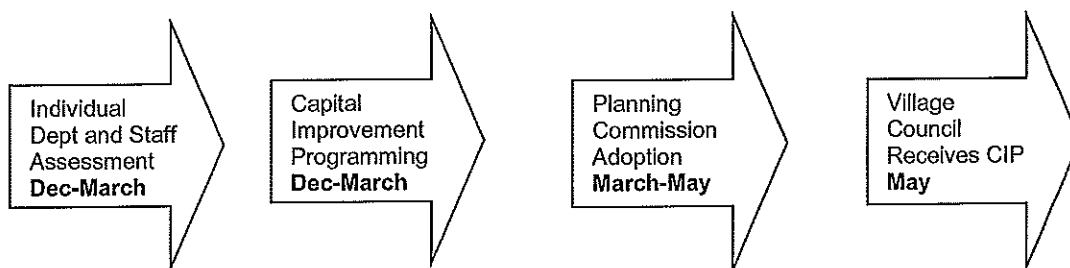
Projects that are considered operational, maintenance or recurring are excluded, except when a limited duration project, which are included.

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Preparation of the capital improvements plan is done under the authority of the Municipal Planning Commission Act (PA 33 of 2008), as amended. It is the Village Planning Commission's goal that the CIP be used as a tool to implement the Village's Master Plan and assist in the Village's financial planning.

The capital improvements plan proposes project funding relative to the anticipated availability of fiscal resources and the choice of specific improvements to be achieved throughout the five-year plan. Throughout this document you will see references to the Planning Department. This consists of the Planning Commission and the Community Development Manager.

### THE CAPITAL IMPROVEMENTS PLAN PROCESS AND TIMELINE



## Executive Summary (cont'd)

### **ORGANIZATION OF CONTENT**

The Capital Improvements Plan is divided into two sections:

#### **Section 1.0 – Capital Improvements Programming**

- 1.1 Introduction
- 1.2 Program Summary
- 1.3 Program Goals Policies
- 1.4 Program Funding

#### **Section 2.0 – FY 2014-15 Capital Improvements Budget**

##### **Section 2.1 – FY 2014-2019 Capital Improvements Plan and Project Worksheets**

The plan lists individual capital projects categorized by capital program. The following information is included on each project page:

- |                |                                      |
|----------------|--------------------------------------|
| • Project name | • Project Description                |
| • Project ID   | • Project Justification              |
| • Project Type | • Beneficial Impacts                 |
| • Submitter    | • Location Map                       |
| • Priority     | • Master Plan or Study References    |
| • Total Cost   | • Project Schedule and Justification |
| • Year in CIP  | • Project Cost Detail                |

### **PROJECT PRIORITIZATION**

The Village Planning Commission assesses all capital needs and gives each project a priority rating. The rating indicates that a project is one of the following:

- Urgent
  - Corrects an emergency or condition dangerous to public health, safety or welfare;
  - Complies with federal or state requirement whose implementation time frame is too short to allow for longer range planning; or
  - Is vital to the economic stability of the village.
- Important
  - Prevents an emergency or condition dangerous to the public health, safety, or welfare;
  - Is consistent with an adopted or anticipated element of the village master plan, a federal or state requirement whose implementation time frame allows longer range planning, or a council approved policy;
  - Is required to complete a major public improvement (this criterion is more important if the major improvement cannot function without the project being completed, and is less important if the project is not key to the functioning of another project); or
  - Provides for a critically needed community program and/or amenity.
  - Has been identified as a project that meets or is necessary to meet an important community goal, including preservation or enhancement of the public's health, safety and welfare.



- Desirable
  - Provides a benefit the community;
  - Worthwhile if funding becomes available;
  - Can be postponed without detriment to present services; or
  - Validity of planning and validity of timing have been established.

## THE TOTALS

A total of 105 projects, including Cooperative and DDA, were carried over or initiated for this year's CIP with a six-year funding need of \$21,153,000 (including \$7,996,500 for DDA, Federal Funding, Grants, Others and Cooperative). Please note there are a variety of funding sources that comprise many projects and totals, therefore for further detail see Project and Fund Summary worksheet within the appendices for more information. Also note that several major projects are not included in total project costs due to unknown costs, completion year and funding source, including the Property Acquisition, Downtown Façade Improvement, Walkabout Creek Pedestrian Connection, Huron Farms Border-to-Border Connection, Fire Department Facility and several cooperative projects. The total six-year funding need decreased 10% from the previous year's CIP, which anticipated \$23,513,000 in funding need during fiscal years 2012-2017. The 10% decrease is likely due to refined construction costs for sidewalk and road projects, and a reduced number of newly identified projects.

The chart below indicates the total number of projects for each category, the six-year need and first-year only expenditures:

Category	Number of Projects	Total 6-Year Project Costs (in thousands)	First Year Village Expenditures (in thousands)	First Year Total Expenditures (in thousands)
1.0 Downtown Development	16	\$3,372+ unknown	\$170	\$688
2.0 Parks & Recreation	7	\$1,620 + unknown	\$27	\$72
3.0 Sidewalks	20	\$796	\$30	\$30
4.0 Buildings-Grounds-Equipment	20	\$2,255 + unknown	\$95	\$325
5.0 Planning and Zoning	6	\$50.5	\$30.5	\$30.5
6.0 Streets and Alleys	20	\$6,178 + unknown	\$888	\$1,495
7.0 Stormwater	8	\$1,459	\$72	\$290
8.0 Wastewater System	6	\$4,660	\$0	\$3000
9.0 Water System	10	\$3,520	\$20	\$20
10.0 Cooperative Projects	4	\$227.5 + unknown	\$34	\$207.5
<b>TOTAL</b>	<b>105</b>	<b>\$21,153*</b>	<b>\$1,505.5</b>	<b>\$3,158*</b>

\* Total includes DDA, Federal Funding, Grants, Others and cooperative projects.

## PRIORITIES

Below is a project breakdown by priority.

Priority	Number of Projects	Percent of Projects
Urgent	0	0%
Important	70	66.71%
Desirable	35	33.33%
<b>TOTAL</b>	<b>105</b>	<b>100%</b>

## MAJOR PROJECTS

Below is a list of the top twelve project expenditures during fiscal years 2014-2019 (Fire Hall unknown total costs), including project priority and funding sources. Based on the total cost of the top twelve projects (\$17,469,000), the top twelve projects constitute 58.5% of the total funding need over the six year CIP period. Note that 1 (Fire Hall) of the top 12 projects has unknown projected costs at this time. Based on the anticipated project costs of the Fire Hall it is expected that the top 12 projects would likely be a significant percentage of the total projects when determined.

Project Name	Total Cost (In thousands)	Priority	Funding Sources
04-8.0-2011 Wastewater System-Equipment Asset	\$3680	IMPORTANT	SRF
17-1.0-2014 DTE Sub-Station Decommission and/or Relocation	\$3,000	IMPORTANT	DDA, DTE, Village, Grants
03-6.0-2004 Central Street Streetscape & Traffic Calming	\$2,329	IMPORTANT	Street Fund, TED-F
01-4.0-1994* Village Hall	\$1,500	IMPORTANT	Other Village Funding, Restricted Funds, DDA, General Fund, Other
08-9.0-2005 Emergency Storage (2 <sup>nd</sup> Water Tower)	\$1,300	IMPORTANT	Water Fund DWRF – Federal Aid Loan
Mill Creek Improvements & Construction – Phase 2	\$1,237	IMPORTANT	Village, MNRTF, Other, Landmark Structure Donation
06-1.0-2007 Dexter Ann Arbor Road Corridor Improvements	\$818	IMPORTANT	Federal Aid-STP-U, Federal Aid-TE, DDA
05-6.0-2012 Ann Arbor Street Resurfacing & Pedestrian Improvements	\$805	IMPORTANT	Street Fund, STP-U, DDA
09-1.0-2006 Forest Street Enhancements	\$750	DESIRABLE	DDA/Bond
09-9.0-2012 Baker Road Watermain Replacement	\$750	IMPORTANT	Water Fund
01-1.0-2009 DAPCO Property Redevelopment	\$700	IMPORTANT	DDA Funding, Park Streetscape
04-6.0-2012 Baker Road Resurfacing, etc.	\$550	IMPORTANT	Streets Fund, Dexter Schools, Federal Aid-STP-U
<b>TOTAL</b>	<b>\$17,469,000*</b>		

\*Fire Department Facility is of equal importance, but costs are unknown

## NEW PROJECTS

5 projects are new for this year's CIP.

Project Name	Total Cost	Priority
17-1.0-2014 DTE Sub-Station Decommission/Relocation	\$3,000,000	IMPORTANT
09-2.0-2014 Horseshoe Park	\$23,000	IMPORTANT
05-5.0-2014 Economic Development Report Update	\$5,000	IMPORTANT
06-5.0-2014 Public Participation Plan	\$2,500	IMPORTANT
10-9.0-2014 Research Location of New Water Well (#6)	\$150,000 + unknown	IMPORTANT
<b>TOTAL</b>	<b>\$3,180,500 + unknown</b>	

## COMPLETED PROJECTS

The following 3 projects from the FY 2013-2018 CIP have been completed or will be completed before July 1, 2013. Other projects have been amended or revised and may still remain in the CIP. Total projects costs may include funding from State or Federal grants.

Project #	Project Name	Total Cost	Completed/ Amended
11-1.0-2010	Main Street Paving	\$160,000	DDA/Village
01-1.0-2010	ADA Ramp – Element 3A (Mill Creek Park)	\$100,000	DDA/Village
01-9.0-2005	Water System Improvements	\$1,300,000	DWRF Loan/ARRA Grant
	<b>TOTAL COMPLETED</b>	<b>\$1,560,000</b>	

## FUNDING NEEDS AND SOURCES

The six-year funding need is \$21,153,000. The table below summarizes the major categories of funding.

FUNDING SOURCES	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	Beyond FY19	TOTAL CIP EXPENDITURES (thousands)
<b>TOTAL</b>	<b>3,153.0</b>	<b>3,415.0</b>	<b>2,390.0</b>	<b>4,104.0</b>	<b>4,400.0</b>	<b>3,886.0</b>	<b>21,153.0</b>
General Fund	182.5	548.0	430.0	342.0	800.0	124.0	2,426.5
Equipment Replacement	30.0	45.0	45.0	85.0	10.0	0.0	215.0
Street Fund	994.0	1,195.0	955.0	1,306.0	305.0	730.0	5,485.0
Sewer Fund	0.0	175.0	40.0	40.0	1,305.0	100.0	1,660.0
Water Fund	20.0	342.0	375.0	1,310.0	770.0	553.0	3,370.0
DDA	279.0	360.0	545.0	290.0	260.0	1,429.0	3,163.0
Federal Aid	1,016.0	0.0	0.0	400.0	250.0	600.0	2,266.0
Grants	403.5	0.0	0.0	241.0	400.0	100.0	1,144.5
Dexter Schools	3.0	0.0	0.0	0.0	0.0	50.0	53.0
County Parks	0.0	10.0	0.0	0.0	0.0	0.0	10.0
Unknown	230.0	740.0	0.0	90.0	300.0	0.0	1,360.0

## **JUSTIFICATION SCORE**

Justification scores were assigned to each project by Village departments. The assigned score indicates the degree to which the project helps to achieve the following value statements:

- A. Protect health, safety, lives of citizens
- B. Maintain or improve public infrastructure
- C. Reduce energy consumption, impact of the environment
- D. Enhance social, cultural, recreational or aesthetic opportunities
- E. Improve customer service, convenience for citizens

0 = Not Applicable; 1 = Somewhat Important; 2 = Important; 3 = Very Important

The maximum total justification score for a project is fifteen (15), which would indicate that all five criteria were viewed as "very important" by the submitting department.

The justification score may assist in assigning priorities (desirable, important or urgent) to projects within each category. The score also may aid in evaluating projects of similar priority from different categories. Program Policy C.1 of the CIP indicates that projects "necessary to protect against a clear and immediate risk to public health or safety... shall be given highest priority". Hence, projects with a high score for justification may be given priority over a lower score when competing for funding.

The following projects earned a top score of fifteen (15):

---

**PROJECT NAME: Downtown Capital Maintenance**

PROJECT ID: 12-1.0-2010	PRIORITY: IMPORTANT
PROJECT TYPE: Infrastructure	TOTAL COST: \$50,000
SUBMITTED BY: DDA	YEARS IN CIP (Beginning year): 4 (2010)

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**PROJECT NAME: Downtown Restrooms**

PROJECT ID: 02-4.0-2012	PRIORITY: IMPORTANT
PROJECT TYPE: Facilities	TOTAL COST: \$100,000
SUBMITTED BY: Village Council	YEARS IN CIP (Beginning year): 2 (2012)

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**PROJECT NAME: Economic Development Report Update**

PROJECT ID: 06-5.0-2014	PRIORITY: IMPORTANT
PROJECT TYPE: Long Range Planning	TOTAL COST: \$5,000
SUBMITTED BY: Plg/Zoning Dept	YEARS IN CIP (Beginning year): 0 (2014)

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**PROJECT NAME: Public Participation Plan**

PROJECT ID: 07-5.0-2014	PRIORITY: IMPORTANT
PROJECT TYPE: Long Range Planning	TOTAL COST: \$2,500
SUBMITTED BY: Plg/Zoning Dept	YEARS IN CIP (Beginning year): 0 (2014)

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The following six (6) projects had a score of fourteen (14):

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**PROJECT NAME: DTE Sub-Station Decommission/Relocation (Part of DAPCO Redevelopment)**

PROJECT ID: 17-1.0-2014	PRIORITY: IMPORTANT
PROJECT TYPE: Redevelopment	TOTAL COST: \$3,000,000
SUBMITTED BY: DDA	YEARS IN CIP (Beginning year): 0 (2014)

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**PROJECT NAME: Horseshoe Park**

PROJECT ID: 07-2.0-2014	PRIORITY: IMPORTANT
PROJECT TYPE: Park Development	TOTAL COST: \$6,800
SUBMITTED BY: Parks and Recreation/Staff	YEARS IN CIP (Beginning year): (2014)

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**PROJECT NAME: Sidewalk Replacement**

PROJECT ID: 01-3.0-2009	PRIORITY: IMPORTANT
PROJECT TYPE: Infrastructure Maintenance	TOTAL COST: \$10,000 annually
SUBMITTED BY: Village Staff	YEARS IN CIP (Beginning year): 5 (2009)

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**PROJECT NAME: Mill Creek Park (North) Formerly Warrior Creek Park**

PROJECT ID: 11-4.0-2001	PRIORITY: IMPORTANT
PROJECT TYPE: Park Enhancement	TOTAL COST: \$290,000
SUBMITTED BY: Parks and Recreation	YEARS IN CIP (Beginning year): 13 (2001)

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**PROJECT NAME: Roadsoft Maintenance Program-Crack Sealing**

**PROJECT ID: 02-6.0-2008**

**PRIORITY: IMPORTANT**

**PROJECT TYPE: Infrastructure Maintenance**

**TOTAL COST: \$10,000 annually**

**SUBMITTED BY: Village Staff**

**YEARS IN CIP (Beginning year): 5 (2008)**

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**PROJECT NAME: Safe Routes 2 Schools New Sidewalk Installations**

**PROJECT ID: 04-10.0-2012**

**PRIORITY: IMPORTANT**

**PROJECT TYPE: New Sidewalk Construction**

**TOTAL COST: \$207,000**

**SUBMITTED BY: Village Staff**

**YEARS IN CIP (Beginning year): 2 (2012)**

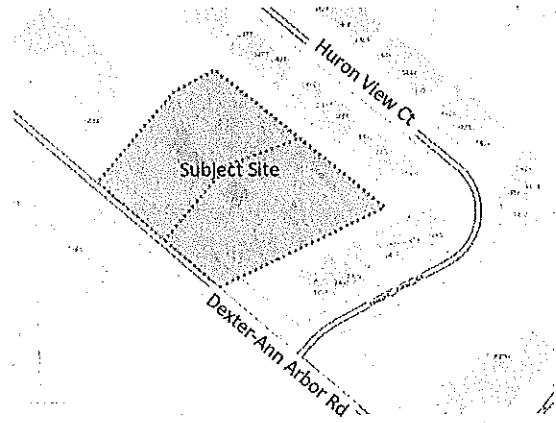


## Memorandum

**To:** Village Council  
Donna Dettling, Village Manager  
**From:** Michelle Aniol, Community Development Manager  
**Re:** RZ 2014-01, 7394-7390 Dexter-Ann Arbor Rd Rezoning  
**Date:** May 6, 2014

### PLANNING COMMISSION ACTION

On Monday, May 5, 2014 the Planning Commission held a public hearing for the purpose of considering a rezoning request submitted by Carrie Anderson on behalf of Morningstar Day Care, 7394 Dexter-Ann Arbor Road, HD-08-05-300-051. The applicant's request was to rezone 7394 Dexter-Ann Arbor Road, HD-08-05-300-051, and 7390 Dexter-Ann Arbor Road-HD-08-05-300-021 from R-3 Multiple Family Residential District to PB Professional Business District. The purpose of the rezoning request is to facilitate an expansion of an existing child care facility.



The intent of the Professional Business (PB) District is to allow offices of professionals and professional-type services, and to provide a transition between commercial uses and residential uses.

During the public hearing the Planning Commission heard from the applicant, as well as Jim Huddleston, owner of the property at 7390 Dexter-Ann Arbor Road, who voiced his support of the rezoning request. There were no other public comments.

Following the public hearing and based on the information provided by the applicant at the May 5, 2014 Planning Commission meeting, and pursuant to Section 23.05, Criteria for Amendment of the Official Zoning Map, the Planning Commission, by a voted of 6 to 1, recommended that Village Council approve Ms. Anderson's application to rezone 7394 Dexter-Ann Arbor Road, HD-08-05-300-051, and 7390 Dexter-Ann Arbor Road-HD-08-05-300-021 from R-3 Multiple Family Residential District to PB Professional Business District, based on the following findings:

1. The PB, Professional Business zoning district is compatible with the Village of Dexter Master Plan and Future Land Use map.
2. The PB, Professional Business zoning district is compatible with the surrounding uses and current zoning of land.
3. The proposed rezoning will not compromise the "health, safety, and welfare" of Village residents.
4. There is an apparent demand for the applicant's childcare services, and limited areas are zoned PB, Professional Business.

The Planning Consultant's review letter is provided for additional background information, along with email correspondence with Planning Commissioner's.

### ORDINANCE EXCERPT

In considering any petition for an amendment to the Official Zoning Map, the Planning Commission and Village Council shall consider the following criteria in making its findings, recommendations and decision:

- A. Consistency with the goals, policies and future land use map of the Dexter Master Plan. If conditions upon which the Master Plan was developed (such as market factors, demographics, infrastructure, traffic and environmental issues) have changed significantly since the Master Plan was adopted, as determined by the Village, the Planning Commission and Council shall consider the consistency with recent development trends in the area.
- B. Compatibility of the site's physical, geological, hydrological and other environmental features with the host of uses permitted in the proposed zoning district.
- C. Evidence the applicant cannot receive a reasonable return on investment through developing the property with at least one (1) of the uses permitted under the current zoning.
- D. The compatibility of all the potential uses allowed in the proposed zoning district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure and potential influence on property values.
- E. The capacity of the Village's infrastructure and services sufficient to accommodate the uses permitted in the requested district without compromising the "health, safety and welfare".
- F. The apparent demand for the types of uses permitted in the requested zoning district in the Dexter area in relation to the amount of land currently zoned and available to accommodate the demand.
- G. The request has not previously been submitted within the past one (1) year, unless conditions have changed or new information has been provided.
- H. Other factors deemed appropriate by the Planning Commission and Village Council.

#### **SUGGESTED MOTIONS**

Based upon the information received from the applicant, and reflected in minutes of this meeting, the Village Council finds that the Rezoning request for 7394-7390 Dexter-Ann Arbor Road, received April 1, 2014 **(meets/fails to meet)** the required standards and findings for a Rezoning request pursuant to Section 23.05, Criteria for Amendment of the Official Zoning Map of the Zoning Ordinance and **(approves /denies)** the request.

The requested rezoning is recommended based on the following findings:

1. The PB, Professional Business zoning district is compatible with the Village of Dexter Master Plan and Future Land Use map.
2. The PB, Professional Business zoning district is compatible with the surrounding uses and current zoning of land.
3. The proposed rezoning will not compromise the "health, safety, and welfare" of Village residents.
4. There is an apparent demand for the applicant's childcare services, and limited areas are zoned PB, Professional Business.

**OR**

Move to postpone RZ 2014-1 7394-7390 Dexter-Ann Arbor Road rezoning request until \_\_\_\_\_  
**(date)** 2014, to allow the applicant time to address the following items:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please contact me prior to the meeting with questions.

Thank you.



## Donna Dettling

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**From:** Michelle Aniol <maniol@dextermi.gov>  
**Sent:** Monday, May 05, 2014 2:39 PM  
**To:** Joe Semifero  
**Cc:** 'Donna Dettling'; 'Courtney Nicholls'; jcarson@aiserv.net; 'Jim Carson'  
**Subject:** RE: Planning Commission packet  
**Attachments:** Case #2011-02 7390 Dexter A2 Huddleston.doc

Joe,

The existing single-family residence at 7390 Dexter-Ann Arbor Road is not a permitted use in either the proposed PB or existing R-3 Districts. The use is a legal non-conformity having received approval from the Zoning Board of Appeals on June 20, 2011 to substitute a less intense non-conforming use (single family residential) for the existing more intense non-conforming use (commercial-Jazzersize). I've attached the Decision memo Allison prepared back in 2011.

Here is the background that lead up to the ZBA decision in 2011:

As near as I can tell from the information in the address file, the property at 7390 Dexter-Ann Arbor Rd had been zoned PB Professional Business District, as were all adjacent properties, until at least 1992. At that time, the zoning ordinance and the master plan were not in sync, and there were requests to rezone this property and others to more intense commercial district(s). Sometime between 1992 and 1995, the property, and adjacent properties, as well, were rezoned to R-1B, Single Family Small Lot. I surmise the rezoning was an attempt to limit more intense commercial operations, not to mention to properly align the Master Plan and Zoning Ordinance.

Up until 1996, the building at 7390 was used for the business operation and associated storage for Meijer Electric, an operation that would only have been allowed in the Village's C-2 District at the time. This use is noted as a legal non-conformity in the file.

In 1996, the then owner, Jim Murray submitted a ZBA application to substitute a less intense non-conforming use (Indoor Recreation Center a/k/a Jazzersize) for another existing more intense non-conforming use (commercial a/k/a Meijer Electric). The ZBA approved the request in 1997.

Then, in 2011 the new owner, Richard and Juli Huddleston submitted a ZBA application, as cited above, which the ZBA approved the request June 20, 2011.

I hope this helps to fill in any gaps. Let me know if you have any other questions/comment. I will bring the address file with me tonight.

*Michelle Aniol*

Community Development Manager  
Village of Dexter  
8140 Main Street  
Dexter, MI 48130-1092

734-426-8303 ext. 15 (o)  
248-721-5076 (m)

[maniol@dextermi.gov](mailto:maniol@dextermi.gov)  
[www.dextermi.gov](http://www.dextermi.gov)

---

**From:** Joe Semifero [mailto:jsemifero@dextermi.gov]  
**Sent:** Monday, May 05, 2014 12:46 PM  
**To:** Michelle Aniol

**Cc:** Donna Dettling; 'Courtney Nicholls'; jcarson@aiserv.net; Jim Carson

**Subject:** Re: Planning Commission packet

Michelle - Is there any further information about the house in the re-zoning request? I thought there was a request a few years ago when it was changed from commercial (Curves) to a residential property. I think possibly it was a non-conforming use and the change to the single family home was granted because it was "less non-conforming" than the existing use at that time. Can you review the commitment / requirements that went with that change as it relates to this request for re-zoning, if any?

Thanks,

Joe

---

**From:** Michelle Aniol <[maniol@dextermi.gov](mailto:maniol@dextermi.gov)>

**To:** "Carol Jones, Clerk" <[cjones@dextermi.gov](mailto:cjones@dextermi.gov)>; Donna L. Fisher <[donnadlf@gmail.com](mailto:donnadlf@gmail.com)>; jcarson@aiserv.net; Jim Carson <[jcarson@dextermi.gov](mailto:jcarson@dextermi.gov)>; Joe Semifero <[jsemifero@dextermi.gov](mailto:jsemifero@dextermi.gov)>; Julie Knight <[jknight@dextermi.gov](mailto:jknight@dextermi.gov)>; Paul Cousins <[pcousins@dextermi.gov](mailto:pcousins@dextermi.gov)>; Ray Tell <[rtell@dextermi.gov](mailto:rtell@dextermi.gov)>; Shawn Keough <[skeough@dextermi.gov](mailto:skeough@dextermi.gov)>

**Cc:** Donna Dettling <[ddettling@dextermi.gov](mailto:ddettling@dextermi.gov)>; 'Courtney Nicholls' <[cnicholls@dextermi.gov](mailto:cnicholls@dextermi.gov)>

**Sent:** Monday, May 5, 2014 9:46 AM

**Subject:** Planning Commission packet

Happy Monday morning!

Attached you will find the Planning Commission packet for tonight's meeting. Please note, while the Planning Commissioners received hardcopies of its packet, including a complete copy of the FINAL DRAFT CIP, the packet attached to this email only contains the executive summary. The reason for this is simple, the packet with the completely CIP can't be scanned as one document. In fact, the CIP by itself is too large. I anticipate that when the Planning Commission meet tonight, it will adopt the CIP and recommend the Village Council approved/adopt it, which means you will get a complete copy for your next meeting. In the meantime, if you can't wait because you are just too eager to read the entire document, let me know and I will put download and save the FINAL DRAFT CIP on a thumb drive for you to pick-up at the front counter. ☺

Michelle Aniol

Community Development Manager  
Village of Dexter  
8140 Main Street  
Dexter, MI 48130-1092

734-426-8303 ext. 15 (o)  
248-721-5076 (m)

[maniol@dextermi.gov](mailto:maniol@dextermi.gov)  
[www.dextermi.gov](http://www.dextermi.gov)

# **VILLAGE OF DEXTER - ZONING BOARD OF APPEALS**

8140 Main Street, Dexter, Michigan 48130-1092 Phone (734)426-8303 ext. 15 Fax (734)426-5614

## **NOTICE OF DECISION**

2011

**TO:** Village Council  
Planning Commission

**CC:** Richard and Juli Huddleston, 7390 Dexter Ann Arbor Road  
Donna Dettling, Village Manager

**FROM:** Allison Bishop, Community Development Manager

**DATE:** Wednesday, June 22, 2011

**RE:** ZBA Decision (Case #2011-02)  
7390 Dexter Ann Arbor Road  
Tax ID's HD-08-05-300-021

In compliance with the Zoning Board of Appeals Rules of Procedure and Policy, Article III, notice of the following ZBA decisions is given to Village Council and Planning Commission:

### **Variance Request (ZBA Case #2011-02)**

On June 20, 2011, the ZBA reviewed a change of use request, submitted by Richard and Juli Huddleston for 7390 Dexter Ann Arbor Road, to determine the appropriateness of a single family use in an R-3 Multi-Family district in accordance with the following section of the Village of Dexter Zoning Ordinance: Article 4, Section 4.06(C) - If no structural alterations are made, any nonconforming use of a structure, may be changed to another nonconforming use of the same or a more restricted classification provided that the Board of Appeals either by general rule or by making findings in the specific case, shall find that the proposed use is equally appropriate or more appropriate to the district than the existing nonconforming use.

The public hearing was opened and the staff review was presented. The applicant gave a presentation on the request and the public was given the opportunity to speak. Gerald Brooks from the Huron View Condominiums spoke in regard to understanding the request and the process for the present and future zoning requests, including potential future uses and zoning, reduced parking area, weeds on berm, cars on site, stormwater problems, and no objection to someone living in the property. The applicant and board exchanged in discussion regarding the project. No other public comment was made.

The ZBA and the applicant discussed the request and the concerns with the request, including but not limited to the following:

- The applicant's intent on using the structure as a temporary resident.
- The applicant's understanding that the property cannot be reverted back to commercial or retail upon seeking this determination.
- Potential future use of the property.
- Past uses of the property.
- Typical number of cars on the site.
- Reductions in the parking area to conform to a residential structure appearance.
- Further determination of the property line and berm maintenance.

- Gravel approach and implications on pedestrians and bicyclists.
- Stormwater – Village to review potential problems.
- Reduction in the parking area and driveway width to conform to driveway standards.
- Single Family uses is the most benign possible use for the property and more logical than the property immediately west; change to single family will be an improvement for traffic and pedestrians.
- Single Family use more appropriate and compatible with surrounding uses.

#### **ZBA Decision**

On June 20, 2011, the Village of Dexter Board of Zoning Appeals moved the following:

Based on the information provided by the applicant, Richard and Juli Huddleston for 7390 Dexter Ann Arbor Road, HD-08-05-300-021, at the June 20, 2011 Zoning Board of Appeals meeting the Board determines that per Section 4.06(C), changing a non-conforming use, the request (Case #2011-02) to determine that a single family use is equally as appropriate or more appropriate than the indoor recreation use be **GRANTED**. The applicant is therefore **PERMITTED** to use 7390 Dexter Ann Arbor Road as a single family home. The applicant shall note that in accordance with Section 4.06(C) where a non-conforming use is hereafter changed to a more conforming use, it shall not thereafter be changed to a less conforming use.

The determination was made with consideration of the following per Section 24.05 of the Village of Dexter Zoning Ordinance and/or conditions:

1. Criteria #3, Public Safety and Welfare; Criteria #5, No Safety Hazard or Nuisance; Criteria #6, Surrounding Land Uses.
2. Established lawn must be infilled from the inside of the public sidewalk to the front of the building and the driveway shall be no wider than 24 feet (exclusive of a front walk, if necessary).

Please feel free to contact me with any questions regarding the variance request or decision.

Thank you.

Respectfully submitted,

---

Allison Bishop, AICP  
Community Development Manager



## VILLAGE OF DEXTER

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

### APPLICATION FOR REZONING AND/OR ZONING ORDINANCE AMENDMENTS

Application is being made for:

☒ Rezoning from B3 to PB  
☐ Zoning Ordinance Amendment

Property Address: 7394 Dexter Ann Arbor Rd., Dexter, MI 48130

Tax ID Number: HD-08-05-300-051,

Property Owner Name: Carrie Anderson Phone: (810) 623-2429

Property Owner Address: 10881 Scott Dr. Whitmore LK., 48189

Applicant Name: Dexter Builders Phone: (734) 417-6637

Applicant Address: 6820 Jackson Rd., Dexter, MI 48130

**Application Procedure:** Please check if the following information is being provided, and attach the required documents to this application.

Yes/	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rezoning only: A legal description and street address of the subject property, together with a map identifying the subject property in relation to surrounding properties.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The name and address of the owner of the subject site and a statement of the applicant's interest in the subject site if not the owner in fee simple title.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The existing and proposed zoning district designation of the subject property.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The land use classification of the subject site as illustrated in the Village's Master Plan.
<input type="checkbox"/>	<input type="checkbox"/>	Amendment only: A general description of the proposed amendment and rationale for the change.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A written description of how the requested rezoning meets Section 23.05 "Criteria for Amendment of the Official Zoning Map", or Section 23.06 "Criteria for Amendments to the Zoning Ordinance Text".

RECEIVED

APR 1 2014

VILLAGE OF DEXTER

Application for Rezoning and/or Zoning Ordinance Amendment - Page 2

I understand that if this request is denied, the Village will not reconsider it for a period of 365 days from date of denial.

Carrie Anderson 3/31/14  
Owner's Signature Date

Julie A. Huddleston 3/31/14  
Applicant's Signature Date

Staff Review:

Fee: \$750 + \$40/acre + Escrow Deposit

Date Received:

Receipt #

31173

☐

Approved

☐

Denied

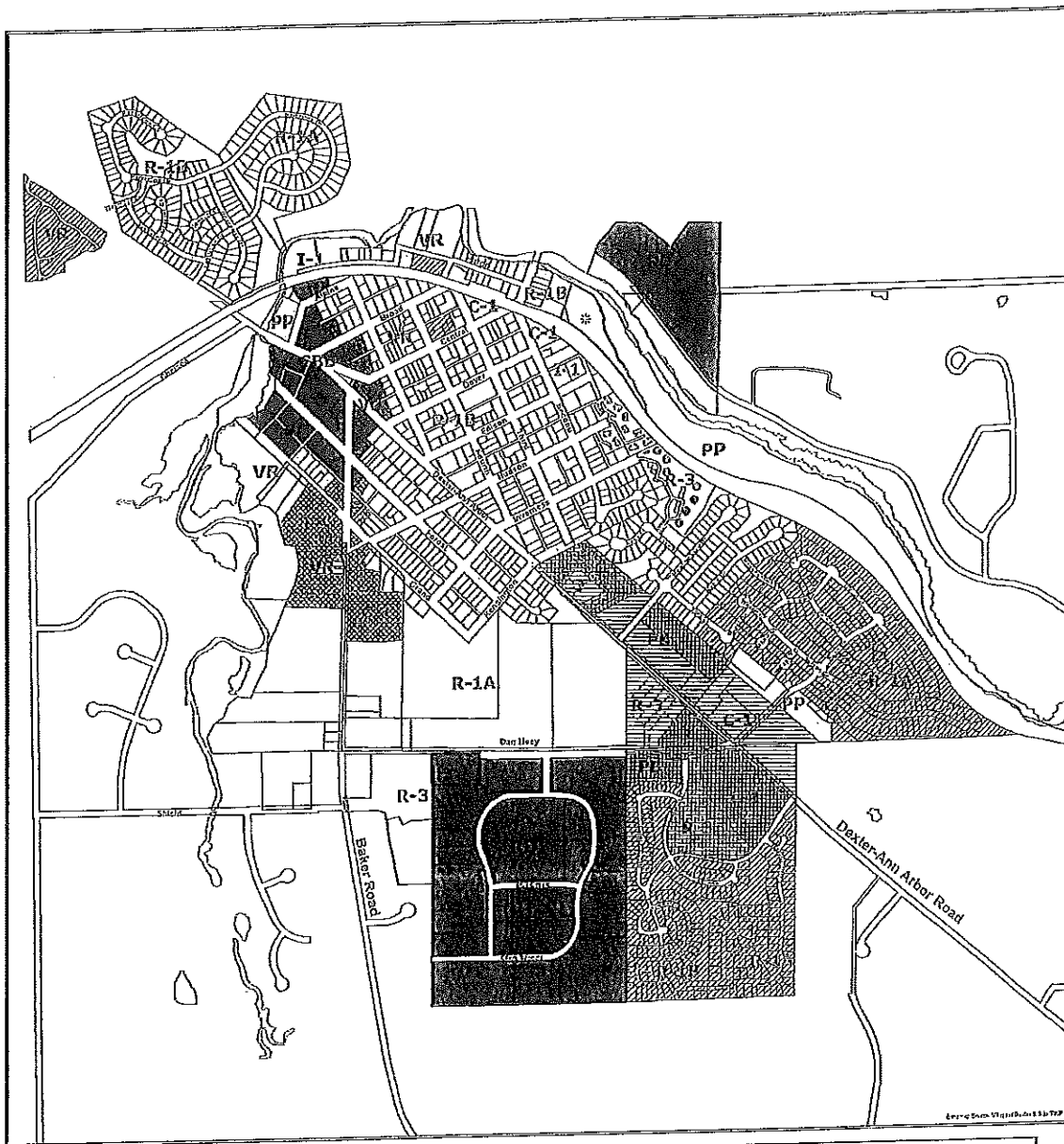
REASONS FOR APPROVAL:

REASONS FOR DENIAL:

APPROVAL STAMP:



# Village of Dexter, Michigan



## Zoning Districts

- R-1A One Family Residential - Large Lot
- R-1B One Family Residential - Small Lot
- R-3 Multiple Family Residential
- VR Village Residential
- C-1 General Business
- VC Village Commercial

- CBD Central Business District
- PB Professional Business
- RD Research & Development
- I-1 Limited Industrial
- PP Public Park

- Baker Road Corridor Over Lay District
- Dexter-Ann Arbor Road Corridor Over Lay District
- PUD's within Dexter-Ann Arbor Road Corridor Over Lay District
- PUD Planned Unit Development
- HOD Historic Overlay District
- Conditionally Rezoned

## Zoning Map

0 500 1,000

Feet

February 2000

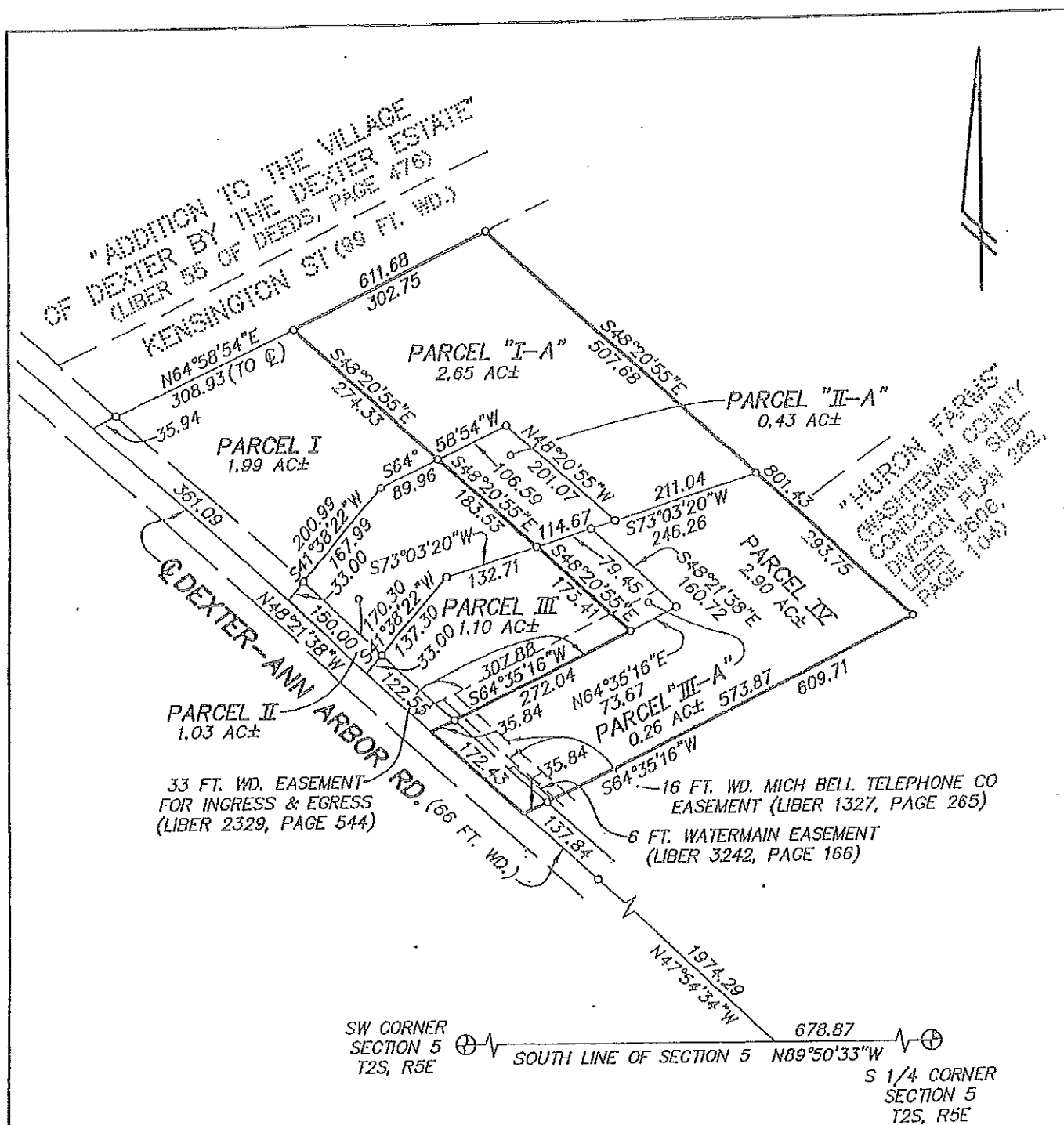
Legal description for 7394 Dexter-Ann Arbor Rd:  
Owner-KCEE LLC. --Carrie Anderson

COM AT S 1/4 CORNER OF SEC 5, T2S, R5E; TH N 89-50-33 W 678.87 FT ALG S LINE; TH N 47-54-34 W 1974.29 FT ALG CENTERLINE; TH N 48-21-38 W 432.82 FT TO POB; TH N 48-21-38 W 150 FT; TH N 41-38-22 E 200.99 FT; TH N 64-58-54 E 89.96 FT; TH S 48-20-55 E 183.53 FT; TH S 73-03-20 W 132.74 FT; TH S 41-38-22 W 170.30 FT TO POB. 1.03 AC. VILLAGE OF DEXTER SPLIT ON 12/2/99 FROM PARENT HD-08-05-300-019.

Legal description for 7390 Dexter Ann Arbor Rd:  
Owner-Juli Huddleston

COM AT S 1/4 COR SEC 5, T2S, R5E; TH N 89-50-33 W 678.87 FT ALG S LINE; TH N 47-54-34 W 1974.29 FT; TH N 48-21-38 W 310.27 FT TO POB; TH N 48-21-38 W 122.55 FT; TH N 41-38-22 E 170.30 FT; TH N 73-03-20 E 132.71 FT; TH S 48-20-55 E 173.41 FT; TH S 64-35-16 W 307.88 FT TO POB. 1.10 AC. VILLAGE OF DEXTER. SPLIT ON 12/2/99 FROM PARENT HD-08-05-300-021





My 17/ (2)

L: 5024 P: 65 6190634 M  
03/03/2014 01:29 PM Total Pages: 17  
Lawrence Kostenbaum, Washtenaw Co



## MORTGAGE

C23546

### RECORDATION REQUESTED BY:

United Bank & Trust  
Dexter 17  
7200 Dexter-Ann Arbor Rd  
Dexter, MI 48130

### WHEN RECORDED MAIL TO:

United Bank & Trust  
Attn: Ashley Kneib  
2723 South State St Suite 210  
Ann Arbor, MI 48104

### SEND TAX NOTICES TO:

United Bank & Trust  
Dexter 17  
7200 Dexter-Ann Arbor Rd  
Dexter, MI 48130

### FOR RECORDER'S USE ONLY

THIS MORTGAGE dated February 17, 2014, is made and executed between KCEE, LLC, whose address is 10881 SCOTT DR., WHITMORE LAKE, MI 48189; a Limited Liability Co (referred to below as "Grantor") and United Bank & Trust, whose address is 7200 Dexter-Ann Arbor Rd, Dexter, MI 48130 (referred to below as "Lender").

**GRANT OF MORTGAGE.** For valuable consideration, Grantor mortgages and warrants to Lender all of Grantor's right, title, and interest in and to the following described real property, together with all existing or subsequently erected or affixed buildings, improvements and fixtures; all easements, rights of way, and appurtenances; all rights to make divisions of the land that are exempt from the platting requirements of the Michigan Land Division Act, as it shall be amended; all water, water rights, watercourses and ditch rights (including stock in utilities with ditch or irrigation rights); and all other rights, royalties, and profits relating to the real property, including without limitation all minerals, oil, gas, geothermal and similar matters, (the "Real Property") located in VILLAGE OF DEXTER, WASHTENAW County, State of Michigan:

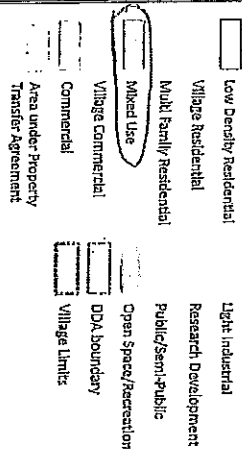
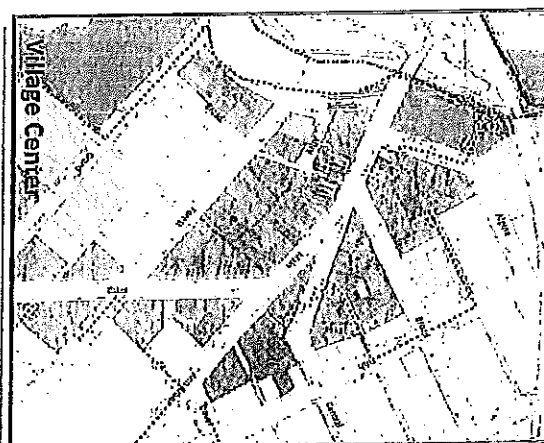
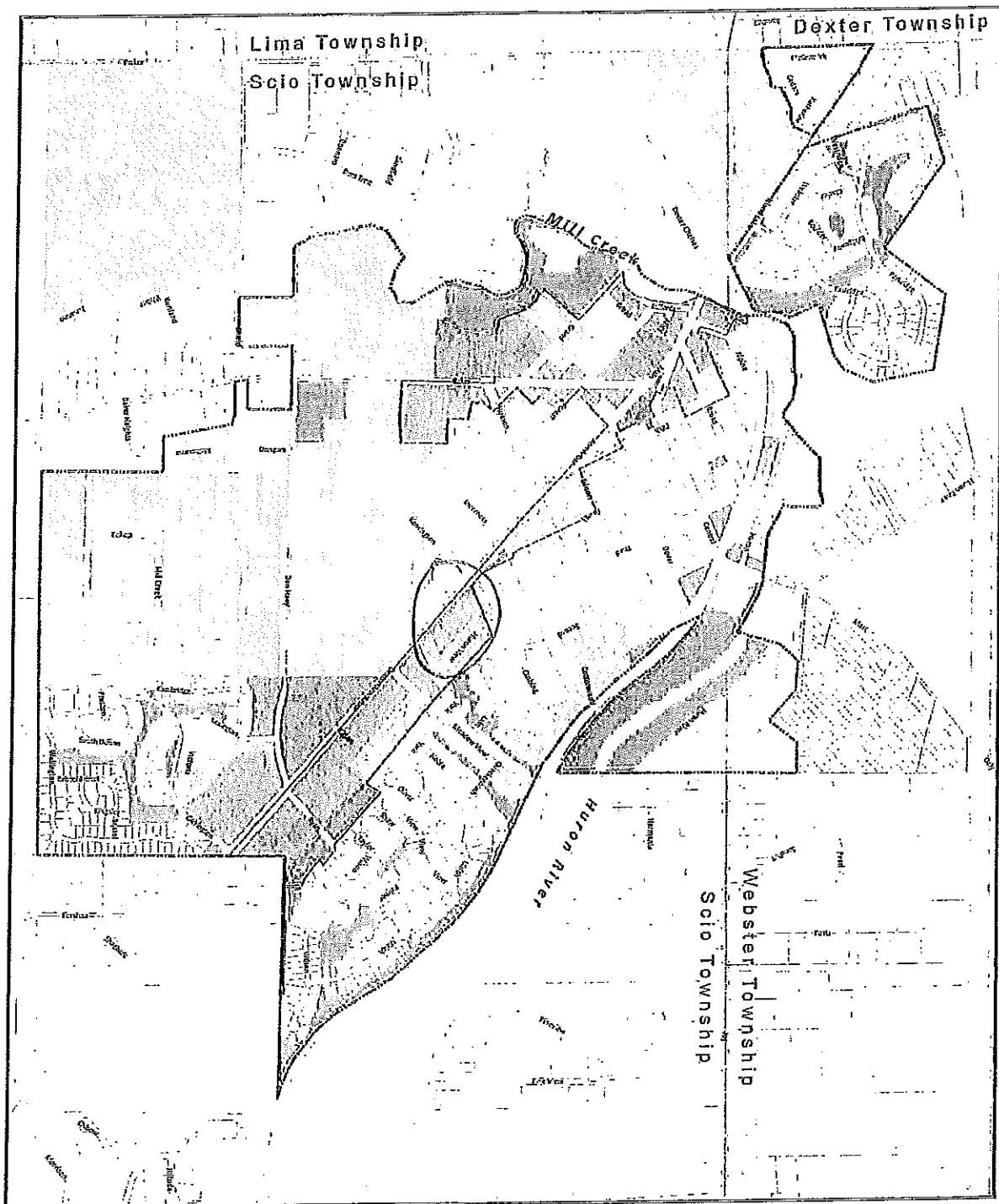
See EXHIBIT A, which is attached to this Mortgage and made a part of this Mortgage as if fully set forth herein.

The Real Property or its address is commonly known as 7394 DEXTER-ANN ARBOR RD., DEXTER, MI 48130. The Real Property tax identification number is HD-08-06-300-051.

Grantor presently assigns to Lender all of Grantor's right, title, and interest in and to all present and future leases of the Property and all Rents from the Property. In addition, Grantor grants to Lender a Uniform

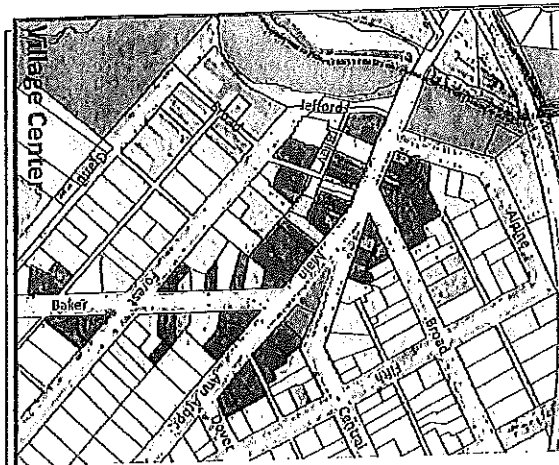
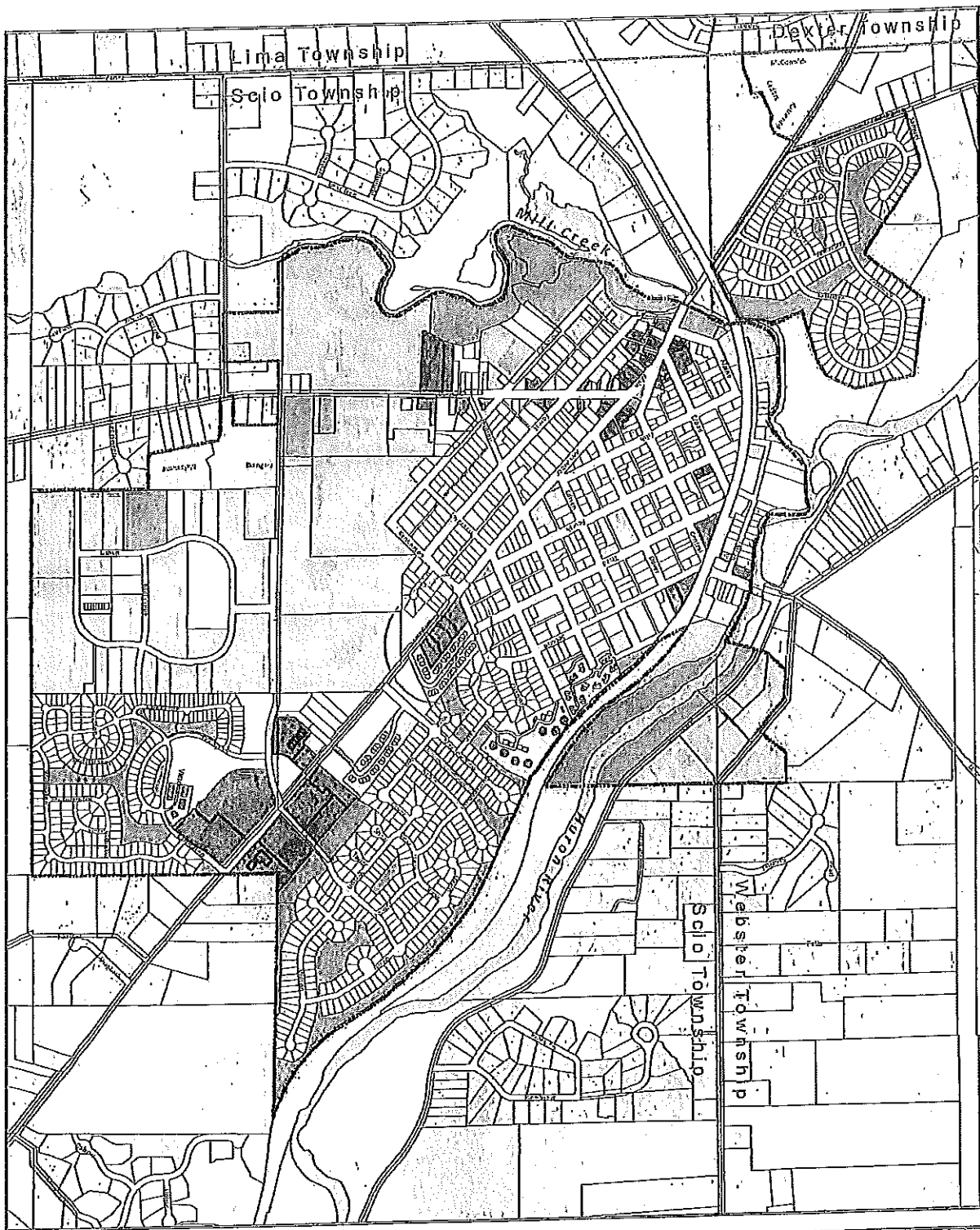
Time Submitted for Recording:  
Date 2/28/2014 Time 3:00 PM  
Lawrence Kostenbaum  
Washtenaw County Clerk/Registrar





**Figure 6**  
**FUTURE LAND USE**  
 Village of Dexter  
 Washtenaw County, Michigan

Scale: 0 500 1000 1500 2000 Feet  
 Source: Washtenaw County Data  
 7-9-2012  
 Ceride/Westman Associates, Inc.  
 Ann Arbor, Michigan

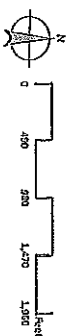


- Vacant
- Single & Two Family Residential
- Multi Family Residential
- Commercial
- Office
- Industrial/Research & Development
- Public/Semi-Public
- Open Space/Recreation

Figure 3

## EXISTING LAND USE

Village of Dexter  
Washtenaw County, Michigan



Source: Washtenaw County Data  
1-30-2012  
Cullis/Warman Associates, Inc.  
Ann Arbor, Michigan



## Section 23.05 Criteria for amendment of the official zoning map

- A. Morning Star meets the objectives of the professional business district by providing a quality service and supporting the needs of a growing community. The rezoning of this area will fit into the future land use map of the Dexter Master Plan which is a mixed use space. Morning Star's location and services help support a balanced transition between the Downtown area and the Dexter-Ann Arbor corridor.
- B. The change in zoning will not affect the site's compatibility with the physical space, geological, or hydrological features of the property.
- C. The current zoning does not allow for the setbacks needed to build a safe, efficient and aesthetically pleasing building that would accommodate the growing need for child care in the community. The current zoning would require us to build out of the back of the building which would obscure the view of the playground making it an unsafe area for the children. Due to the state licensing rules the classrooms need to meet square footage requirements which limit the options for building design.
- D. By rezoning this area it opens up the possibility of a future expansion to the location next door to us. Due to the size and nature of these 2 lots neither of them would ever be likely to be used as a Multiple Family Residential which gives no need for us to be zoned R-3.
- E. Morning Star has been running from this location since 2000 with no concerns.
- F. There is a large demand for child care in the Dexter area. Morning Star currently has a waiting list for 5 out of 7 of our classrooms. The rezoning will allow for us to build an addition that will help meet the needs of the community without compromising the quality of care provided to the children.
- G. This request has not been previously submitted.





CARLISLE

WORTMAN  
associates, inc.

605 S. Main Street, Ste. 1  
Ann Arbor, MI 48104

(734) 662-2200  
(734) 662-1935 Fax

Date: April 24, 2014

## Rezoning Analysis For Village of Dexter

<b>Applicant:</b>	Dexter Builders
<b>Property Owner:</b>	Carrie Anderson, Morning Star Childcare
<b>Location:</b>	7390-7394 Dexter-Ann Arbor Road
<b>Property ID#s:</b>	HD 08-05-300-051 and HD 08-05-300-021
<b>Current Zoning:</b>	R-3, Multiple-Family Residential
<b>Proposed Zoning:</b>	PB, Professional Business

### PURPOSE OF ANALYSIS

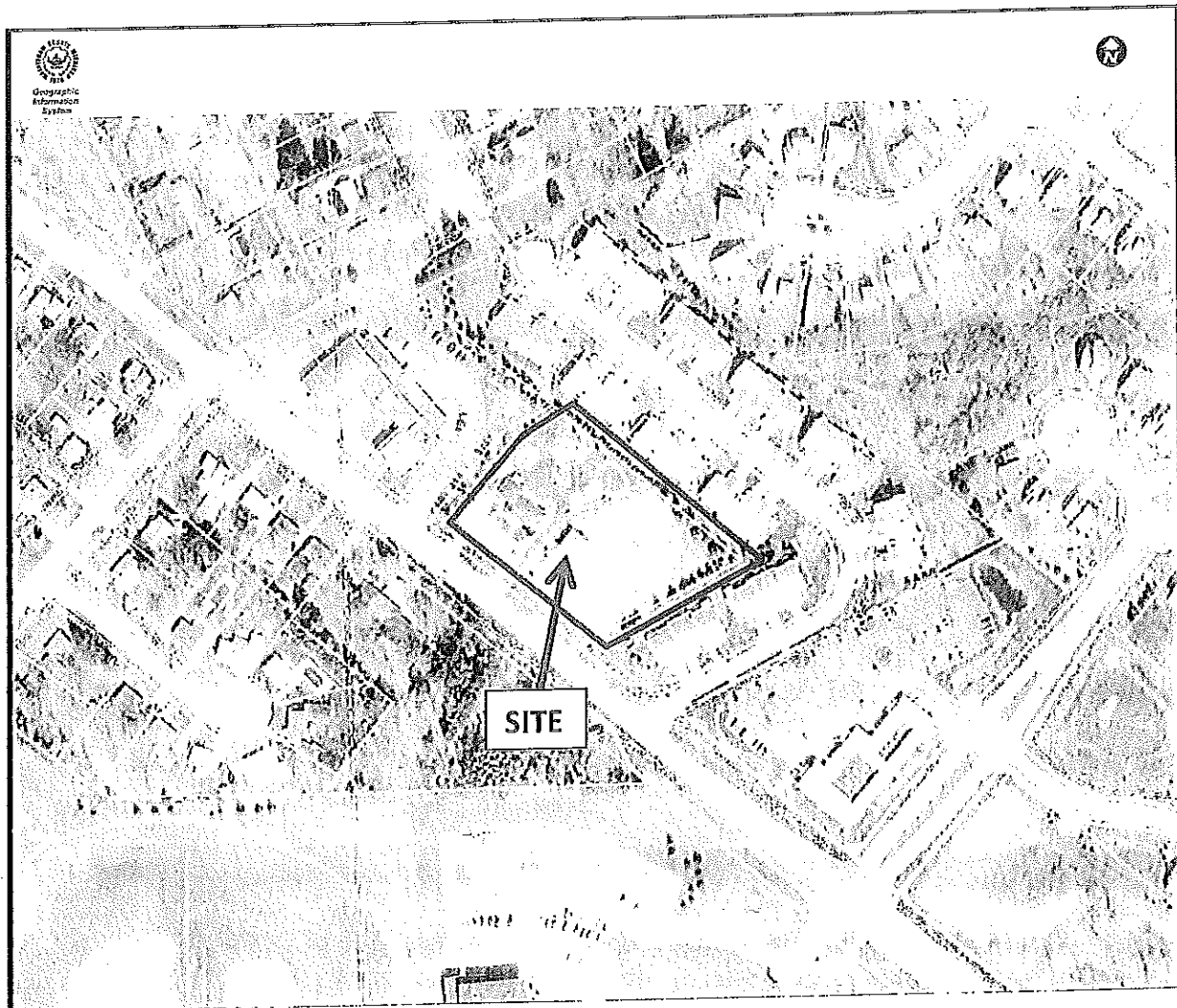
The applicant is proposing to rezone two (2) properties on the east side of Dexter Ann Arbor Road (7390-7394 Dexter-Ann Arbor Road) from R-3 Multiple-Family Residential to PB Professional Business. The purpose of the rezoning request is to facilitate an expansion of an existing day care facility. The subject properties currently maintain the existing day care and a single-family dwelling.

Article 23 of the Village of Dexter Zoning Ordinance outlines the application procedure, public hearing process and criteria for review of rezoning requests to the Village's Official Zoning Map. For this case, a public hearing has been scheduled for Monday, May 5, 2014. The Planning Commission is required to review the case and offer a recommendation to the Village Council. The Village Council has the authority to take final action regarding a rezoning request.

## SITE DESCRIPTION

The subject site is located on the east side of Dexter-Ann Arbor between Huron View Court and Kensington Street. The site is currently maintains a residential building which houses a day care business.

Figure 1. Aerial Photograph





## NEIGHBORING ZONING AND LAND USE

Neighboring zoning, land use, and current master plan designation is summarized in the following chart:

	Subject Site	North	South	East	West
<b>Zoning</b>	R-3 / Dexter Ann Arbor Overlay	PUD / R-3 Base	PUD / R-1B Base	PUD / R-1B Base	R-1B
<b>Land Use</b>	Child Care + Single Family Residential	Office	Residential	Residential	Residential
<b>Master Plan</b>	Mixed Use	Mixed Use	Multiple Family	Multiple Family	Village Residential

Surrounding land use is split between residential uses to the east, south and west, across Dexter-Ann Arbor Road and office uses adjacent to the north. The Dexter-Ann Arbor Road Corridor and a landscape screen of mature evergreen and deciduous trees provide a barrier between the subject site and existing residential uses to the south and east.

Surrounding zoning is predominately PUD, Planned Unit Development with the Bluewater multi-tenant office building adjacent to the north, and residential duplex condominiums to the east and south. The subject site is zoned R-3 Multiple-Family Residential and Dexter-Ann Arbor Road Corridor Overlay.

The proposed PB Professional Business district is intended for the offices of professionals and professional-type services. The uses in the PB district are generally lower impact uses than those found in the general commercial district in respect to hours of operation and number of vehicle trips generated. In addition, the PB district is intended to provide a transition between commercial uses and residential uses.

The existing childcare operation at 7394 Dexter-Ann Arbor Road is a principal permitted use in both the proposed PB District and the existing R-3 District.

The existing single-family dwelling at 7390 Dexter-Ann Arbor Road is not a permitted use in either the proposed PB or existing R-3 Districts. The use is a legal non-conformity having received a variance from the Zoning Board of Appeals in 2011.

The Dexter-Ann Arbor Road Corridor Overlay will remain in effect should the proposed zoning be approved.

**Items to be Addressed:** None.

## MASTER PLAN

The Master Plan is the primary guide on which a rezoning decision should be based. The subject site, as well as the property adjacent to the north, is designated Mixed Use on the

Future Land Use Map. Property adjacent to the east and south are designated Multiple-Family, which property to the west, across Dexter-Ann Arbor Road is designated Village Residential.

According to the Master Plan, the subject site is further classified as Mixed Use-Ann Arbor Corridor. The intent of this designation is to encourage development that is separate and distinct from the Village Center. It also envisions the following:

- A compact commercial center/node at the intersection of Dexter-Ann Arbor Road and Dan Hoey, with less intensive office or multiple-family residential uses;
- Performance standards for density, scale, setbacks, parks, landscaping, access management, linkages, etc.;
- Physical connections between the Village Center and the corridor;
- Design guidelines to blend with the Village Center; and
- Flexibility in parking requirements, as well as shared parking and shared parking access standards with the specific goal of minimizing access points (curb cuts) along Dexter-Ann Arbor Road and minimizing impervious area.

Appropriate uses in the Dexter-Ann Arbor Road Corridor – Mixed Use category include a mix of multiple-family, office and commercial uses.

**Items to be Addressed:** None.

#### **DEVELOPMENT POTENTIAL**

Under the current R-3 zoning category, the existing permitted childcare use cannot accommodate an expansion of the facility without obtaining dimensional variances from the dimensional standards of the R-3 district.

The proposed PB zoning allows for the continued permitted use of the childcare facility, and would allow for expansion of the existing facility without variances for setbacks.

The table below demonstrates the differences in the current and proposed zoning categories:

	Front Setback	Side Setback	Rear Setback
Current Zoning – R-3	40 feet for 1 story 50 feet for over 1 story	25 feet / 50 feet	50 feet for 1 story 80 feet for over 1 story
Proposed Zoning - PB	25 feet	10 feet / 20 feet	25 feet

**Items to be Addressed:** None.

#### **CRITERIA FOR ZONING MAP AMENDMENT**

Section 23.05 outlines the following criteria to be considered by the Planning Commission and Township Board when considering an amendment to the Official Zoning Map.

- 1) Consistency with the goals, policies and future land use map of the Dexter Master Plan. If conditions upon which the Master Plan was developed (such as market factors, demographics, infrastructure, traffic and environmental issues) have changed significantly since the Master Plan was adopted, as determined by the Village, the Planning Commission and Council shall consider the consistency with recent development trends in the area.**

As noted above, the proposed rezoning is compatible with the goals, policies and Future Land Use Map of the Dexter Master Plan. The proposed rezoning specifically meets the following Village of Dexter Goals outlined in the Master Plan:

- Encourage development in the Baker Road and Dexter-Ann Arbor Road corridors that is separate and distinct from the Downtown that serves the needs of Dexter's growing population.
  - Provide commercial areas that meet the needs of Village residents in terms of location and services offered.
- 2) Compatibility of the site's physical, geological, hydrological and other environmental features with the host of uses permitted in the proposed zoning district.**

The existing uses found on the subject parcels will not change under the proposed rezoning application. However, the Planning Commission and Village Council should be aware that once rezoned, any of the permitted uses allowed in the PB Professional Business zoning district would be able to locate in this area without further consideration by the Planning Commission or Village Council. These uses include: professional offices (variety); financial institutions; essential services; and theaters/studios.

- 3) Evidence the applicant cannot receive a reasonable return on investment through developing the property with one (1) of the uses permitted under the current zoning.**

As noted previously, the existing childcare use currently is allowed as a permitted use under the existing R-3 zoning classification. However, due to the required setbacks expansion of the existing facility cannot be accommodated at this location without obtaining a dimensional variance(s).

Further, the single-family residence is a legal non-conforming use under the current zoning and would remain so under the proposed PB zoning.

- 4) The compatibility of all of the potential uses allowed in the proposed zoning district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure and potential influence on property values.**

A list of potential permitted uses should the properties be rezoned to PB is found under #2 above. These potential uses are compatible with the master plan designation, and with the surrounding existing land uses and zoning. The intent of the rezoning is to accommodate expansion of the existing childcare use.

- 5) The capacity of the Village's infrastructure and services sufficient to accommodate the uses permitted in the requested district without compromising the "health, safety and welfare".**

The childcare facility has been operating at this location since 2000. The rezoning of the property will not impact the "health, safety or welfare" of the Village.

- 6) The apparent demand for the types of uses permitted in the requested zoning district in the Dexter area in relation to the amount of land currently zoned and available to accommodate the demand.**

A limited area of property within the Village is zoned PB, Professional Business. These areas are limited to the area south of Huron View Court along Dexter-Ann Arbor Road and the frontage of Dan Hoey between Victoria Drive and the eastern boundary of the industrial park.

In addition, the applicant has indicated there is a large demand for childcare in the Dexter area. They currently have a waiting list for 5 out of 7 classrooms. This rezoning request will allow expansion of the facility to accommodate more children meeting the needs of the community.

- 7) The request has not previously been submitted within the past one (1) year, unless conditions have changed or new information has been provided.**

This is the first application for the proposed rezoning requested.

- 8) Other factors deemed appropriate by the Planning Commission and Village Council.**

The Planning Commission and Village Council may consider other factors in review of the proposed rezoning request.

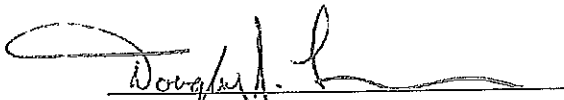
*Items to be Addressed: None.*

**CONCLUSION/RECOMMENDATION**

We recommend **approval** of the requested rezoning from R-3, Multiple-Family Residential to PB, Professional Business, based upon the following findings:

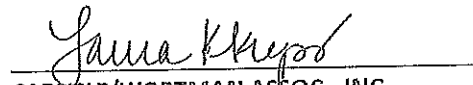
1. The PB, Professional Business zoning district is compatible with the Village of Dexter Master Plan and Future Land Use map.
2. The PB, Professional Business zoning district is compatible with the surrounding uses and current zoning of land.
3. The proposed rezoning will not compromise the "health, safety, and welfare" of Village residents.
4. There is an apparent demand for the applicant's childcare services, and limited areas are zoned PB, Professional Business.

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CARLISLE/WORTMAN ASSOC., INC.  
Douglas J. Lewan, PCP, AICP  
Principal

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CARLISLE/WORTMAN ASSOC., INC.  
Laura K. Kreps, AICP

#241-1404

Cc: Carrie Anderson, 10881 Scott Drive, Whitmore Lake, MI 48189  
Dexter Builders, 8820 Jackson Road, Dexter, MI 48130



AGENDA 5-12-14  
ITEM 6-6

## **VILLAGE OF DEXTER**

[ddettling@villageofdexter.org](mailto:ddettling@villageofdexter.org)

8140 Main Street Dexter, MI 48130-1092

Phone (734)426-8303

Fax (734)426-5614

### **MEMO**

**To: President Keough and Council**  
**From: Donna Dettling, Village Manager**  
**Date: May 12, 2014**  
**Re: Rental Contract-Dexter Senior Center**  
**2014-15 Budget**

Jim Carson mentioned at the Budget Work Session on April 30, 2014 that the Senior Center is streamlining the rental rates for all organizations. Attached is the follow-up from the Senior Center that outlines the rental changes and provides an annual contract for the Village's meeting space needs.

The monthly fee is currently \$250 per month/\$3,000 per year. The rental will increase to \$400 per month/\$4,800 per year effective 7-1-2-2014. Council will consider approval of the attached Rental Contract as well as including this increased expense in the 2014-15 budget.



Donna Dettling  
Village of Dexter  
8140 Main Street  
Dexter, Michigan 48130

To Whom It May Concern,

I would like to thank the Village of Dexter for being a continued supporter of the Dexter Senior Center and our facility. Your current rental agreement and the funding it provides us helps assist in the overall funding of the Dexter Senior Center. Our mission is to serve seniors aged 55 and older in the Dexter and surrounding communities and with your help we are able to do so.

I write to inform you that the Dexter Senior Center has recently updated its Facility Rental Program in hopes of streamlining the rental rates for all organizations. Please look over the attached documents which include a Rental Contract/Permit, Rental Guidelines Agreement, Closing Responsibilities Sheet and a copy of our updated facility rental rates. We hope to have these changes go in to effect as of July 1<sup>st</sup>, 2014.

Thank you for your commitment to our center as well as your understanding. If you have any questions, please feel free to contact me at (734) 426-7737.

Sincerely,

Katelyn Stirling  
Director  
Dexter Senior Center



### Dexter Senior Center Facility Rental Rates

Group Details	Main Room	Main W/ Kitchen
Senior Non-Profit	\$30.00	\$35.00
Senior For-Profit	\$40.00	\$45.00
Non-Senior Non-Profit	\$40.00	\$45.00
Non-Senior For Profit	\$45.00	\$50.00
LT Senior Non-Profit	\$25.00	\$30.00
LT Senior For-Profit	\$35.00	\$40.00
LT Non-Senior Non-Profit	\$35.00	\$40.00
LT Non-Senior For-Profit	\$40.00	\$45.00
Village & Township	\$20.00	\$25.00

\*\*30 minutes included before and after rental for set-up and clean-up\*\*

# Rental Contract / Permit

Contract #: 15253  
Date: LONG-TERM RENTAL

User: KStirling  
Status: Scheduled

Nicholls

The Dexter Senior Center hereby grants The Village of Dexter (hereinafter called the "Licensee") represented by Donna Dettling or Courtney Nichols permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement. Payment and Signed Contact can be submitted to the Center located at 7720 Ann Arbor Street, Dexter MI 48130. Contact number if you encounter any problems during your rental is (734) 426-7737. Please leave a message and someone will return your call.

i) Purpose of Use Meetings

ii) Conditions of Use – Reference Guidelines Agreement and Closing Responsibilities Sheet

iii) Date(s) and Time(s) of Use # of Bookings: 72 Starting: Mon 07 Jul 14 06:00 PM  
Ending: Mon 29 Jun 15 10:00 PM

Facility/Equipment	Day	Start Date	Start Time	End Date	End Time	Fee	XFee	Tax	Total
Dexter Senior Center – Main Room	Mon	01 July 2014	06:00 PM	30 Jun 2015	10:00 PM	\$3,840.00	\$0.00	\$0.00	\$3,840.00
Dexter Senior Center – Main Room	Tues	01 July 2014	7:00 PM	30 Jun 2015	09:30 PM	\$600.00	\$0.00	\$0.00	\$600.00
Dexter Senior Center – Main Room	Thur	01 July 2014	07:30 AM	30 Jun 2015	9:00 AM	\$360.00	\$0.00	\$0.00	\$360.00

iv) Additional Fees

v) Payment Method

Rental Fees	Extra Fees	Tax	Damage Deposit	Rental Total
\$4,800.00	\$0.00	\$0.00	\$0.00	\$4,800.00

vi) Other Information

vii) Additional Notes

Main Room - Dexter Senior Center: Every Monday, <sup>1st</sup> Tuesday and 3<sup>rd</sup> Thursday of Each Month

Key Received ☒  
Key Returned N/A

↳ (4 Mondays a month)

The undersigned has read and on behalf of the Licensee agrees to be bound by this Permit/License and the Terms and Conditions contained herein, and hereby warrants and represents that he/she executes this Permit/License on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature.

X:

Licensee Signature

Date

**Rental Contract / Permit**

Contract #: 15253  
Date: LONG-TERM RENTAL

Status: Scheduled

X: Katelyn Stirling  
Director's Signature

5/2/14  
Date

**Contact Information:**

Village of Dexter  
8140 Main Street  
Dexter, MI 48130

Phone: (734) 426-8303

## Dexter Senior Center Rental Guidelines Agreement

Dexter Senior Center 7720 Ann Arbor Street Dexter, MI 48130  
Phone 734 426-7737 Web Site [www.dexterseniors.org](http://www.dexterseniors.org) Facility Supervisor, Katelyn Stirling  
Emergency Cell Contact # 734 545-0003

*The Dexter Senior Center is a 501(c)3 non-profit organization. The Dexter Senior Center is available for use by the general public to host private parties, programs, meetings and events for a fee. Rental arrangements for "One-Time" Rentals & "Long Term" Rentals will be assigned by the Director to ensure that the policies and procedures are followed by the rental group. Rental Agreements and Rental Guidelines have been created to ensure the Rental Group agrees to conduct its rental event in accordance with guidelines and regulations.*

1. Rentals are not confirmed until the Dexter Senior Center has received all of the items listed below at required time(s)

### i. Rental Fee

1. "One-Time" rental fee is due at time of reservation.
2. For "Long-Term" rentals a signed rental agreement and each month's rental fee must be paid in full on the first of the month prior to use of the facility.

### ii. Signed Rental Agreement and Rental Guidelines

1. The Dexter Senior Center rental agreement and guidelines agreement with signature and date is due at time of reservation.
  2. The signed guidelines Agreement will also include the printed name of the person responsible for the rental.
2. **The Rental agreement** will detail the room(s) you reserved, your hourly rates, additional fees such as for kitchen use, **total** number of hours of your rental not including time you plan to set up and clean up.
  3. **Payment location and Checks:** Checks should be made payable to Dexter Senior Center. Checks can be mailed to the Dexter Senior Center or brought into the center during traditional business hours including Monday to Friday 9a.m. to 3p.m. Please note that your rental is not confirmed until the center has received all of the required documents listed in the above Rental Group Payment Policy.
  4. **Cleaning Checklist:** Center must be left in the same condition as it was upon arrival. Attached is a Cleaning Checklist to assist your group in making sure all conditions are left in an acceptable manor.

## Dexter Senior Center Rental Guidelines Agreement

*Dexter Senior Center 7720 Ann Arbor Street Dexter, MI 48130  
Phone 734 426-7737 Web Site [www.dexterseniors.org](http://www.dexterseniors.org) Facility Supervisor, Katelyn Stirling  
Emergency Cell Contact # 734 545-0003*

5. **Non Commercial Kitchen use:** Kitchen use must be determined at time of rental request, additional fees apply. Guidelines for cleaning the Kitchen are located on the Cleaning Checklist.
6. **Supervision of minors and rental guests**
  - i. Children must be supervised at all times.
  - ii. An adult (21 years or older) must accompany all minors.
7. **Equipment Building & Grounds**
  - a. Request for use of equipment must be made at time of reservation.
  - b. Damage fees determined by the Dexter Senior Center are the responsibility of the Rental Group organizer for damaged equipment, equipment that is not returned and building damages. Damage fees will be billed to and due by rental organizer within 10 business days.
  - c. The grounds and the parking lot should be left as found.
8. **Refunds will be issued according to the following timeline:**
  - a. Refunds requested in writing 14 days or more in advance of the rental date will receive a full refund less a \$10 administrative fee.
  - b. Refund requested in writing within 13 to 6 days in advance of the rental date will receive a 50% refund minus a \$10 administrative fee.
  - c. Refunds requests made in five or less days in advance of the rental date will not be eligible for a refund.
  - d. Rental fees will be refunded if event must be canceled due to inclement weather conditions.
9. The Dexter Senior Center reserves the right to refuse future rentals if any of the above guidelines are not followed.

By completing and signing this agreement, the user agrees to adhere to these guidelines.

**Signature**

**Date**

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### Dexter Senior Center: Closing Responsibilities Sheet

The Dexter Senior Center asks for your cooperation following the responsibilities below. We are able to keep our rental rate reasonable because we do not staff during or after rentals. Supplies are in the custodian's closet near the front of the building.

- **Lights** – be sure all the lights are turned off, the hallway lights do not shut off.
- **Trash** – gather all trash produced by your group, tie tops of bags and deposit in the dumpsters on the side of the building. Please re-line the containers, bags are in the custodian's closet.
- **Furniture** – please move it back where you found it.
- **Kitchen** – please leave the kitchen as you found it. Put away dishes, wipe down countertops/stovetop, wipe down inside of microwave if it was used, mop the floor if dirty, etc. Our Meals on Wheels staff arrive very early each day to prepare meals and must begin preparations immediately upon arrival. Make sure the door to the commercial refrigerator/freezer room are left fully open at all times, otherwise the motors overheat causing a potential fire hazard.
- **Dining Room** – must be swept and cleaned if foods were spilled, wipe down tabletops, clean up any food and drinks that may have been used. Please do not unplug the coffee maker, if it must be unplugged, do not forget to re-plug it in before leaving.
- **Main Room** – vacuum the carpet if any debris is spilled on it.
- **Salt and Ice** – in bad weather, you are expected to do your own snow removal, and use the salt (in stairwell near women's bathroom) liberally to prevent falls.
- **Bathrooms** – If you use the last of the toilet paper or paper towels, please get supplies from the custodian's closet and refill the dispensers.
- **Locking the doors – IMPORTANT** – make sure the doors from the main room to the hallway are locked as well as the front door to the building. Use the hex key (on top of fire alarm) to un-depress the handicapped door bar on the outside door.
- **REMEMER**, you are expected to bring your own kitchen supplies, trash bags, coffee supplies, etc.

## VILLAGE OF DEXTER

8140 Main Street Dexter, MI 48130-1092

Phone (734)426-8303 ext 17 Fax (734)426-5614

### MEMO

**To: President Keough and Council**  
**From: Courtney Nicholls, Assistant Village Manager**  
**Date: May 5, 2014**  
**Re: UIS Industrial Facilities Tax Exemption Request**

Utilities Instrumentation Service (UIS) located at 2290 Bishop Circle East has submitted an Industrial Facilities Tax Exemption request for a 50% tax abatement on approximately \$498,629 in personal property at their facility. UIS recently moved into the Village from Ypsilanti. The annual value of the abatement is approximately \$1,689.88 in Village taxes and approximately \$5,356.78 in personal property from other entities including Scio Township, Dexter District Library, Dexter Community Schools, Washtenaw County, Washtenaw County Intermediate School District and Washtenaw Community College. The project is expected to retain 32 existing jobs and create 8 new jobs.

Based on the evaluation form UIS qualifies for an abatement of 4 years on personal property. Due to the uncertainty as to whether the change in personal property tax will take place we are treating this request as we normally would. The implementation of the elimination of the personal property tax is contingent upon a vote in August 2014.

The goal of the Village's Industrial Facilities tax abatement program is to encourage new companies to invest in our community and to assist our existing companies as they continue to invest in their businesses. The amount of temporary tax relief that a business is eligible for is based on the value of their investment in the community as determined by the Village's abatement evaluation criteria. By granting the abatement, the Village helps relieve the tax burden created by the company's financial investment. The Village benefits by receiving 50% of the tax revenue that we wouldn't otherwise have received if the company had not made the investment. In the case of UIS the additional revenue is \$1,689.88 in personal property, which will be increased to \$3,379.76 after the abatement expires. This is calculated as the taxable value (half of the value of the improvements - \$249,315) divided by \$1,000 and multiplied by half the Village millage rate (6.7781). The Village also benefits from the jobs that are brought to and retained in the community.

Please set the public hearing on the request from UIS for June 9, 2014

# Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form, call (517) 373-3302.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	Date Received by Local Unit <i>April 29, 2014</i>
STC Use Only	
Application Number	Date Received by STC

## APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) Utilities Instrumentation Service		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 737100	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 2290 Bishop Circle East		1d. City/Township/Village (indicate which) Dexter	1e. County Washtenaw
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(5)) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Research and Development (Sec. 2(10))		3a. School District where facility is located Dexter	3b. School Code 81050
<input type="checkbox"/> Transfer <input type="checkbox"/> Rehabilitation (Sec. 3(6)) <input type="checkbox"/> Increase/Amendment		4. Amount of years requested for exemption (1-12 Years) 12	

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

Utilities Instrumentation moved into 2290 Bishop Circle East, Dexter, MI on November 4, 2013. We are a service company specializing in high voltage electricity, water and waste water systems. Our Dexter facility is approximately 9,000 square feet split evenly between office and warehouse space. We moved \$498,629 (SEV - \$118,800) of furniture, equipment and computers into the facility beginning on 11/1/13 (see attached Personal Property Statement)

6a. Cost of land and building improvements (excluding cost of land) ..... * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	Real Property Costs 498,629
6b. Cost of machinery, equipment, furniture and fixtures ..... * Attach itemized listing with month, day and year of beginning of installation, plus total	Personal Property Costs 498,629
6c. Total Project Costs ..... * Round Costs to Nearest Dollar	Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements			<input type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements	11/1/13	11/3/13	<input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☐ Yes ☒ No

9. No. of existing jobs at this facility that will be retained as a result of this project. 32	10. No. of new jobs at this facility expected to create within 2 years of completion. 8
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11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land) .....	
b. TV of Personal Property (excluding inventory) .....	
c. Total TV .....	

12a. Check the type of District the facility is located in: <input checked="" type="checkbox"/> Industrial Development District <input type="checkbox"/> Plant Rehabilitation District	
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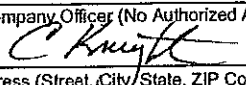
12b. Date district was established by local government unit (contact local unit) <i>5/26/87 Bandory Revised 9/9/13</i>	12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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**APPLICANT CERTIFICATION - complete all boxes.**

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Chris Knight	13b. Telephone Number 734-424-1200 x 27	13c. Fax Number 734-424-0031	13d. E-mail Address chris.knight@uiscorp.com
14a. Name of Contact Person Chris Knight	14b. Telephone Number 734-424-1200 x 27	14c. Fax Number 734-424-0031	14d. E-mail Address chris.knight@uiscorp.com
▶ 15a. Name of Company Officer (No Authorized Agents) Chris Knight			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number 734-424-0031	15d. Date 4/24/14
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 2290 Bishop Circle East, Dexter, MI 48130		15f. Telephone Number 734-424-1200 x 27	15g. E-mail Address chris.knight@uiscorp.com

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.		
16c. LUCI Code		16d. School Code
17. Name of Local Government Body		▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

**Michigan Department of Treasury  
State Tax Commission  
PO Box 30471  
Lansing, MI 48909**

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal



# Utilities Instrumentation Service, Inc

## Book Asset Detail

Asset	Property Description	Install Date	Book Cost
<b><u>Group: Computers</u></b>			
7	Accounting Software	11/02/13	22,624
17	Server	11/02/13	6,142
18	Server - new	11/02/13	1,013
19	Server - new	11/02/13	6,296
20	Server - new	11/02/13	1,623
21	Server - new	11/02/13	5,400
24	Software upgrade	11/02/13	3,052
25	Vision Computer	11/02/13	34,989
26	Laptops	11/02/13	2,130
122	Laptop	11/02/13	2,407
128	Laptop	11/02/13	1,650
129	Laptops	11/02/13	4,762
187	Laptop	11/02/13	2,026
188	Laptops	11/02/13	5,463
189	Copier	11/02/13	6,360
213	Server	11/02/13	5,760
214	Workstation	11/02/13	1,284
215	2 Workstations	11/02/13	2,502
216	Computer	11/02/13	1,000
223	Printers	11/02/13	1,544
224	PC's, Laptops, Server Equipment	11/02/13	9,295
			<u>127,322</u>

### **Group: F & F**

3	Office Fixtures	11/02/13	3,750
225	Arnolds- New office Suite	11/01/13	37,273
226	Staples- 24 chairs for Wheelr Room	11/01/13	1,970
227	Kentwood - File Cabinets	11/01/13	3,689
			<u>46,681</u>

### **Group: Machinery and Equipment**

1	Equipment	11/03/13	2,021
2	Equipment Trailer	11/03/13	10,893
121	Meggior	11/03/13	2,890
123	Pressure Calibra	11/03/13	1,800

# Utilities Instrumentation Service, Inc

## Book Asset Detail

Asset	Property Description	Install Date	Book Cost
124	Beta Gauge	11/03/13	1,806
127	Fluke	11/03/13	7,414
135	Framework	11/03/13	2,662
136	Megger	11/03/13	2,985
137	Hi-Pot	11/03/13	6,175
144	Digital Micr	11/03/13	8,745
145	Infared	11/03/13	26,504
146	Meggar Tool	11/03/13	2,680
147	DLRO Ductor	11/03/13	1,286
148	Misc Electrical	11/03/13	5,521
149	Fax Machine	11/03/13	1,007
150	Trailer	11/03/13	12,128
151	Sensor	11/03/13	3,126
152	HI-Pot	11/03/13	6,371
153	Megger	11/03/13	2,973
154	Ohmmeter/TRR	11/03/13	2,840
155	Hoist	11/03/13	1,372
156	MDS Test Kit	11/03/13	1,408
157	Generator	11/03/13	747
158	Phone System	11/03/13	4,600
159	Photo Copier	11/03/13	8,300
160	Test Equipment	11/03/13	4,790
161	Megger	11/03/13	2,715
162	Breaker Test	11/03/13	8,025
163	Bassler	11/03/13	2,715
164	Madison Test	11/03/13	2,560
165	Midwest Munic.	11/03/13	3,000
166	Bassler	11/03/13	2,795
167	Wire Crimper	11/03/13	2,115
185	Meggor	11/03/13	38,673
190	OHMMeter	11/03/13	3,326
191	Multi Amp CB8130	11/03/13	22,000
192	HV D HVA28	11/03/13	15,000
193	Biddle 120 DC HY POT	11/03/13	6,000
194	Raytech TTR DIGITAL	11/03/13	5,000
195	Hipatronics CF-70 thumper	11/03/13	4,000
196	GE ENTELLIGUARD	11/03/13	4,000
197	Siemens TS-31	11/03/13	4,000
198	Square D S 33594	11/03/13	3,000

# Utilities Instrumentation Service, Inc

## Book Asset Detail

Asset	Property Description	Install Date	Book Cost
199	Hipatronics 880 PL HY POT	11/03/13	2,000
200	Biddle DLRO 247000 W 2 SETS 18' LEA	11/03/13	2,000
201	Megger 5 kV MEGGER BIDDLE	11/03/13	2,000
202	HD Electronic 15 KV PHASE STICK 46 K'	11/03/13	2,000
203	Siemens WLTS	11/03/13	2,000
204	HUSKY ROBO HIPRESS BATTERY	11/03/13	2,000
205	CONFINED SPACE RETRIEVAL UNITS	11/03/13	2,000
206	TEST STAB SET	11/03/13	1,000
221	Meggor Test Set	11/03/13	27,750
222	Power Recorder	11/03/13	19,907
			<u>324,625</u>
			<u>498,629</u>



**VILLAGE OF DEXTER  
P.A. 198 INDUSTRIAL FACILITIES EXEMPTION  
TAX ABATEMENT FORM  
PERSONAL PROPERTY**

**SECTION 3. COMMITMENT TO COMMUNITY**

For businesses with existing operations in the Village OR Dexter school district the following BONUS points will be awarded

How long has the company had ongoing operations in the Village or School District?

Village \_\_\_\_\_ Months  
Dexter School District \_\_\_\_\_ Months

**A. Time in Community**

	<b>Village</b>	<b>School District</b>
For 6 to 36 months add:	2.50	1.20
For 37 to 96 months add:	5.00	2.40
For 97 to 144 months add:	7.50	3.60
For 145 or more months add:	10.00	5.00

**Total Section 3 Points** \_\_\_\_\_ 0.00  
(Max 10)

**SECTION 4. COST TO COMMUNITY**

- A. 1** Added infrastructure costs directly necessitated by this development (including engineering):

\$ \_\_\_\_\_

If the cost to community is zero then skip this section.

If there are community costs use the following calculation to determine the number of points to subtract.

Total Project Cost: \$ \_\_\_\_\_  
Total Community Cost \$ \_\_\_\_\_ = \_\_\_\_\_

- a. 100 or greater, subtract ZERO points for each point decline below 100.
- b. 99 to 50, subtract 0.2 points for each point decline below 100.
- c. 49 to 30, subtract 0.42 points for each point decline below 100.
- d. 29 to 1, subtract 1.0 point for each point decline below 100.

**Total Section 4 Points** \_\_\_\_\_ 0.00  
(Max -100)

**Total Application Points** \_\_\_\_\_ 44.93  
(Max 110)

**VILLAGE OF DEXTER  
P.A. 198 INDUSTRIAL FACILITIES EXEMPTION  
TAX ABATEMENT FORM**

**YEARS OF TAX ABATEMENT ELIGIBILITY**

<u>Points</u>	<u>Years</u>	
0 - 9	0	
10 - 19	1	
20 - 29	2	
30 - 39	3	
40 - 49	4	Personal
50 - 59	5	
60 - 69	6	
70 - 74	7	
75 - 79	8	
80 - 84	9	
85 - 89	10	
90 - 94	11	
95 - 100 +	12	



AGENDA 5-12-14  
ITEM 6-6

cnicholls@dextermi.gov

## VILLAGE OF DEXTER

8140 Main Street Dexter, MI 48130-1092

Phone (734)426-8303 ext 17 Fax (734)426-5614

### MEMO

**To: President Keough and Council Members**  
**From: Courtney Nicholls, Assistant Village Manager**  
**Date: May 5, 2014**  
**Re: 2014-2015 Budget Public Hearings**

Provided for your review are copies of the ads for our annual budget related public hearings which will be held on June 9, 2014. The ads will run in the Sun Times on May 20, 2014. Copies of legal ads are also provided on Facebook and in the Village e-mail update.

### Water/Sewer/Refuse Rates

The ad for water/sewer/refuse rates shows a 3% increase in water, a 6% increase in sewer and no change to the refuse fee. The sewer increase is necessary to prepare for the addition of a bond payment due to the Sludge System Improvement Project.

The ad also includes the proposed 6% increases to the sewer system surcharge and industrial cost recovery fees, which are assessed on commercial and industrial users whose wastewater exceeds certain limits.

### Millage Rates

The Headlee Amendment, which was a State of Michigan constitutional amendment adopted in the late 1970's, requires local voter approval for increasing tax rates above the rates authorized by law. The Amendment also requires the millage rate to be rolled back (decreased) so that the total amount of taxes paid on property increases by no more than the rate of inflation. According to the General Law Village Act the maximum allowable millage rate for a Village's general operation is 12.5 mills and the maximum allowable millage rate for streets is 5 mills. The Village's millage rates have been rolled back to 9.8807 mills for general operating and 3.9520 mills for streets.

For the past eight years (2006-2013) Council has held the millage rate constant at 13.5562 mills. As taxable values fell and the millage rate necessary to fund the general obligation bond payment increased, the millage rate was held constant by lowering the general operating millage and/or streets millage.

In this fiscal year, due to the increase in taxable value, the millage rate necessary to fund the general obligation bond was reduced from 0.8023 to 0.7375. The Village is currently levying under the Headlee allowable amount for general fund, so the reduction was used to increase the general fund millage from 9.8665 to 9.8807 and the street millage from 2.8874 to 2.9380. The streets millage was then increased an additional 0.5 mills to implement the road maintenance plan.

Council will take action to set the final millage rates at the June 9, 2014 meeting.

VILLAGE OF DEXTER  
NOTICE OF PUBLIC HEARING ON THE PROPOSED 2014-2015 MILLAGE RATE  
AND PROPOSED 2014-2015 BUDGET

Notice is hereby given that the Dexter Village Council will hold a public hearing Monday, June 9, 2014 at 7:30 p.m. at the Dexter Senior Center, 7720 Dexter-Ann Arbor Road, Dexter, Michigan, for the purpose of hearing public comment regarding the proposed 2014-2015 Millage Rate and the Proposed Fiscal Year 2014-2015 Budget.

The proposed millage rate for real and personal property is 14.0562 levied as:

	<u>2014 (proposed)</u>	<u>2013 (current)</u>
General Operating	9.8807	9.8665
Streets	3.4380	2.8874
General Obligation Debt	0.7375	0.8023
Total	14.0562	13.5562

Information regarding the Proposed Fiscal Year July 1, 2014 through June 30, 2015 Budget is available for public inspection at the Village Office, on the second floor of the PNC Bank Building, 8123 Main Street, Dexter MI weekdays between 9:00 am and 5:00 pm and online at <http://www.dextermi.gov>.

Statement as required by MCL 141.412 – “The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing”

Donna Dettling  
Village Manager

Publish: May 20, 2014

## NOTICE OF PUBLIC HEARING ON PROPOSED WATER AND SEWER RATE INCREASE

Notice is hereby given that the Dexter Village Council will hold a public hearing on Monday, June 9, 2014 at 7:30 p.m. at the Dexter Senior Center – 7720 Ann Arbor Street, Dexter, Michigan for the purpose of hearing public comment regarding a proposed Water and Sewer Rate Increase.

<u>Water Rates</u>	<u>Current Rates</u>	<u>Proposed 3% increase</u>
Ready To Serve Monthly Fee	\$7.12	\$7.34
First Meter Per 1,000 Gallons	\$3.21	\$3.31
Second Meter Per 1,000 Gallons	\$4.34	\$4.47

<u>Sewer Rates</u>	<u>Current Rates</u>	<u>Proposed 6% increase</u>
Ready to Serve Monthly Fee	\$6.52	\$6.91
Per 1,000 Gallons	\$8.02	\$8.50

<u>Other Charges and Penalties</u>	<u>Current Rates</u>	<u>Proposed Rates</u>
Penalties on Late Charges	2% Cumulative	2% Cumulative
Turn-on and Turn-off Charges	\$35	\$35
Meter Calibration Charge	\$35	\$35
Water Only Meter 1 inch	\$350	\$350

<u>Refuse Rates</u>	<u>Current Rates</u>	<u>Proposed Rate</u>
Monthly Charge	\$17.50	\$17.50

The chart below illustrates the impact the proposed rate adjustment will have on a family using 10,000 gallons of water during a 2-month billing cycle. The overall increase during a 2-month billing cycle would be \$7.02 each billing cycle or \$3.51 per month. The overall percentage increase is 4%.

<u>WATER- 3%</u>	<u>Current</u>	<u>Proposed</u>
Ready to Serve Charge	\$14.24	\$14.68
Commodity Charge 10,000 gallons	\$32.10	\$33.10

<u>SEWER- 6%</u>		
Ready to Serve Charge	\$13.04	\$13.82
Commodity Charge 10,000 gallons	\$80.20	\$85.00

<u>REFUSE</u>		
	\$35	\$35
	\$174.58	\$181.60

Public comment will also be received on proposed Sewer Surcharge Rate Increase. Extra Strength Surcharges and Industrial Cost Recovery Charges are assessed on commercial/industrial (non-residential) users whose wastewater exceeds certain limits.

<u>Extra Strength Surcharges:</u>	<u>Current</u>	<u>Proposed – 6% increase</u>
BOD in excess of 300 mg/l	\$0.09/pound	\$0.095/pound
Suspended solids in excess of 275 mg/l	\$0.1/pound	\$0.106/pound

Phosphorous as P in excess of 16 mg/l

\$1.41/pound

1.495/pound

Industrial Cost Recovery:

Water usage in excess of 22 gpepd

\$0.140 per 1,000 gal.

\$0.148 per 1,000 gal.

BOD in excess of 300 mg/l

\$0.09/pound

\$0.095/pound

Suspended solids in excess of 275 mg/l

\$0.1/pound

\$0.106/pound

Phosphorous as P in excess of 16 mg/l

\$1.41/pound

\$1.495/pound

Donna Dettling  
Dexter Village Manager

Publish: May 20, 2014